

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Job Description: Associate Superintendent, Human Resources and Employee Relations**

**Salary Grade: Placement on Administrative Management Salary Schedule**

**Salary Schedule: Administrative Management**

**Department: Human Resources**

**Reports to/Evaluated by: District Superintendent**

**FLSA: Exempt**

### **SUMMARY**

Under administrative direction, the purpose of the position is to ensure that district wide processes and procedures are integrated and implemented consistently in the areas of Administrative Services. Plans, directs, administers, and controls human resources services of the District. Supervises the District's human resources services for all classified and certificated employees; and supervises the District's internal and external communications systems.

### **DISTINGUISHING CAREER FEATURES**

Serves under the direction of the District Superintendent. Supervises the Chief Human Resource Officer, Director, Human Resources, and all Human Resources Department personnel. Plans, coordinates and supervises the operation of the Department of Human Resources in such a way as to enhance the morale of the School District personnel. Directs and supervises the District's internal and external communications system. Promotes the overall efficiency of the school system and maximizes the employment opportunities and benefits available to each individual employee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administers Human Resources Services policies to promote and facilitate the accomplishment of School District goals and objectives; assists in the development, evaluation and implementation of policies and procedures; ensures all appropriate measures are in effect for all services; identifies organizational strategies to promote effective use of district resources.
- Develops and maintains a system for personnel records for all employees in order to provide comprehensive, efficient, accurate and current records of all matters pertinent to employment, transfer, tenure, retirement, leave, and promotions.
- Keeps abreast of governmental statutes, regulations and rules relating to personnel administration and advises appropriate parties of the provisions of the law.
- Plans, directs, coordinates and participates in the recruitment of certificated and classified personnel for the District; maintains open communication with all departments and schools in planning and anticipating certificated and classified personnel needs; supervises the selection of qualified certificated and classified candidates.

- Supervises the screening and processing of employment applications of internal and external candidates; maintains up-to-date application files of prospective candidates for all certificated and classified positions.
- Receives, reviews and processes requests for transfer according to District policy and regulations.
- Interprets existing personnel policies and regulations to the staff and makes recommendations concerning the formulating of personnel policies and regulations.
- Counsels with employees to resolve complaints, difficulties and other matters related to personnel management and works with supervisors on difficult or sensitive personnel matters.
- Coordinates and interprets the evaluation program of employees and assists in the development of regulations for the certificated and classified advancement program.
- Directs the professional growth program for certificated and classified personnel.
- Supervises the reclassification process for classified personnel.
- Drafts job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
- Assists in labor relations activities including preparation for disciplinary actions for certificated and classified personnel, serving as a member of the negotiating team for Employee Groups, and advising staff on appropriate actions.
- Serves as the affirmative action and gender equity officer for the District.
- Processes recommendations for termination of employment, assembling substantiating information for dismissal of employees and arranging any necessary conferences and hearings; ensures that exit interviews are conducted for personnel leaving the District.
- Administers the contract and salary schedule for all personnel and assists in developing and recommending salary policy and structure.
- Prepares and maintains statistical information on all personnel and submits the necessary Federal, State, County and local statistical reports; assists with research pertaining to personnel, including salary research, studies of staff characteristics, professional standards and other pertinent projects.
- Prepares the Superintendent's personnel recommendations for submission to the Board.
- Supervises the District's internal and external communications system.
- Develops and administers the human resource program budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.

- Performs other tasks as assigned by the District Superintendent that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge of:** Requires advanced professional knowledge of the principles, practices, and techniques of management education, group process, and organization development. Requires professional specialization in these human resources management areas: succession planning, area customer services, classification, salary administration and labor relations. Requires a basic understanding of human resources information systems (HRIS). Requires advanced human relation skills to establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups, and the general public.

**Ability to:** Ability to carry out all of the requirements of the job. Establish cooperative working relationships with staff. Interpret and apply pertinent laws, regulations and policies. Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise and firmness. Analyze situations accurately and adopt an effective course of action. Establish and maintain accurate records.

**Education and Experience:** Master's Degree in education or Human Resources; supplemented by eight (8) years progressively responsible experience in human resources and/or educational administration. Additional experience may substitute for advanced degree requirement. Doctoral degree preferred.

**Working Conditions:** Ability to speak in a clear and convincing manner; ability to hear others; sufficient visual acuity to notice non-verbal actions and read words and letters. Work is performed indoors where minimal safety considerations exist.