

**ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES****DEFINITION:**

Under the general direction of the Superintendent, serve as the chief personnel officer of the District to plan, organize and direct a comprehensive personnel and employee relations program for certificated and classified personnel and supervise and evaluate the Directors in support of these operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and direct programs designed to recruit and select individuals best qualified for employment in accord with Governing Board policy and direction of the Superintendent and consistent with the District's equal employment and non-discrimination commitments.
- Serve as chief negotiator of the District with responsibility for the overall negotiation of employee contracts under direction of the Superintendent and Board of Education; develop District proposals and prepare analyses of employee proposals; direct the negotiations process and delegate responsibilities as appropriate; supervise the day-to-day implementation and administration of employee contracts; maintain liaison with employee groups and others to promote harmonious working relationships.
- Responsible for the administration of programs involving employee hiring, assignments and transfers, retirement, health and welfare benefits and leaves of absence; serves as the Superintendent's designee in matters relating to employee complaints, grievance and disciplinary actions.
- Provide leadership in the operations, services and functions of the Personnel Division; serve on the Superintendent's Cabinet and represent the Personnel Division at meetings of the Board of Education and other meetings as assigned; prepare and submit personnel reports for inclusion in board agendas; provide technical advice and assistance to all management levels and other personnel on all personnel matters; evaluate the work and performance of assigned staff; prepare, recommend and administer the Division budget.
- Insure that all relevant state laws, policies and regulations of the Governing Board and procedures of collective bargaining agreements are adhered to with respect to employee evaluation; advise evaluators and supervisors of evaluation processes and procedures; assist administrators in the evaluation process; maintain all official personnel files of the District.
- Develop and update regularly personnel policies and administrative regulations and procedures for recommendation to the Superintendent and Board of Education; interpret and apply relevant state and federal laws, District policies and procedures and collective bargaining agreements.
- Plan, recommend and implement general and specialized personnel/employee inservice training programs for certificated and classified employees and work in conjunction with other divisions to provide for employee staff development activities designed to increase their effectiveness and prepare them for new positions within the District.
- Maintain liaison with local, state and national agencies relative to recruitment and selection, personnel management, and employer-employee relations; keeps abreast of current laws and trends in educational personnel administration.
- *Oversee the SVUSD BTSA/Induction Program with responsibility for personnel support.*
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Principles and practices of personnel management, employer-employee relations and collective bargaining; laws and administrative regulations applicable to employer-employee relations; principles of organization, supervision and training.

Ability to:

Plan, organize and direct complex programs and manage administrative operations; effectively communicate, both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; use sound judgment in interpreting and applying policies and procedures; manage, supervise, motivate and train personnel; *keep current regarding preliminary teacher preparation programs including induction program, professional development, and knowledge about state-adopted academic content standards and performance levels for standards*; and establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Master's Degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California driver's license.

Board Approved: April 1, 1992

Revised: January 14, 1997

Revised: February 9, 1999

Revised: October 8, 2002

Revised: November 9, 2010