

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Assistant Superintendent, Human Resources	<b>REPORTS:</b>	Superintendent
<b>DEPARTMENT:</b>	Human Resources	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	March 4, 2010	<b>SALARY:</b>	Range 12

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**BASIC FUNCTION:**

Under the direction of the Superintendent, plans, organizes, manages, and directs all aspects of the operation of the Division of Human Resources for the following departments: certificated personnel; classified personnel; professional development; and risk management. Duties include but are not limited to recruiting, screening, interviewing, and placement of personnel; communicating with colleges/universities, vocational/trade schools and apprenticeship programs; conducting personnel investigations; responding to uniform complaints and public charges; recommending discipline; ensuring a comprehensive risk management program; workers' compensation; insurance/liability; career ladder/advancement; mandated professional development, coordination with legal counsel, and complying with federal and state laws, and District regulations, policies, and procedures.

**REPRESENTATIVE DUTIES:**

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

Provides leadership for the management of the Division of Human Resources. **(E)**

Develops, implements, and evaluates goals and objectives as they pertain to the personnel needs of the District as directed. **(E)**

Establishes a climate within the Division of Human Resources that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation. **(E)**

Provides the management team with assistance in the interpretation and application of regulations of the Education Code, Labor Code, and Government Code, which deal with personnel and labor relations. (E)

Develops, evaluates, and makes recommendations to the Superintendent regarding District policies as they pertain to the personnel needs of the District, and provides interpretation of District policies and procedures, ensuring compliance with all federal and state laws, regulations and policies, including all aspects of Title IX. (E)

Directs the screening, evaluation, interview, and selection process for all schools and departments, and ensures that all positions are filled within adopted budgets and timelines. (E)

Responsible for the performance evaluation of all certificated and classified personnel, and provides technical assistance to administration when remediation of employees is required. (E)

Assists administration with personnel matters of employee discipline to ensure that procedures are followed and due process is provided as required. (E)

Represents the District in matters related to employer-employee relations, including collective bargaining, contract maintenance and administration, and grievance and conflict resolution. (E)

Coordinates the functions of human resources with the Division of Business/Operations, and other departments of the district as necessary.

Assists with the development and presentation of in-service programs for management team members in the area of contract management, sexual harassment, and in conducting required workshops for personnel.

Follows a planned professional growth program, participates actively in local, state, and national professional associations/organizations; and studies local, state, and national guidelines for effective human resources services.

Directs the development and approves the departmental budgets for assigned area of responsibilities. (E)

Functions as a member of the District's management team, coordinates with other management personnel in the areas of assigned responsibility. (E)

Supervises and evaluates the performance of assigned staff; interview and selects employees, and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. (E)

Directs the preparation and maintenance of a variety of narrative and statistical reports (including state and federal reports as required), records, and files; prepares agendas and memos; and, maintains all documentation reflecting agreements entered into by the Division of Human Resources. (E)

Develops and implements long- and short-term plans and activities to anticipate and accommodate the District's personnel needs in an efficient and effective manner. (E)

Assures accurate and timely dissemination of information. (E)

Serves as the District's coordinator for non-discrimination in employment, and is responsible for enhancing staff diversity/equity throughout the District. (E)

Serves on committees such as the District's management team and other committees as appropriate or assigned by immediate supervisor. (E)

Represents the District, when so assigned in social, organizational, ceremonial, political, or other functions.

Acts as District liaison with colleges/universities, vocational and trade schools, and apprenticeship programs in building a comprehensive labor pool.

Attends all Board of Education meetings. (E)

Keeps informed of current trends in personnel management, risk management, professional development, and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures, and assures that administration is kept aware of such matters. (E)

Integrates the services of legal counsel, technical and risk management consultants, insurance providers, and contractor representatives, as they affect the Division of Human Resources' operation. (E)

Administers the District's certificated personnel, classified personnel, risk management, and professional development departments. (E)

Performs all other duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education, Experience, Licenses, and other Requirements:**

Bachelor's degree is required. Master's degree in business or public administration, management, human resources, employee relations or related field is required. Doctoral degree in related field is preferred.

Completion of courses in human resources, personnel, negotiations, and conflict resolution is desirable. A minimum of five (5) years experience in human resources and/or other job related occupations is required. Experience working directly with public school districts is desirable.

Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher is desirable.

Possession of a valid California administrative credential authorizing service as an administrator is required.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Philosophical, educational, fiscal, and legal aspects affecting human resources management.
- Investigation techniques and procedures.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### **ABILITY TO:**

- Plan, organize, and administer a comprehensive human resources program.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.

- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to human resources management.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods. .
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

### **HAZARDS:**

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Assistant Superintendent, Human Resources and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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(Signature of Employee)

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(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: May 14, 1985  
Amended: March 21, 1996  
Amended: April 18, 1996  
Revised: March 4, 2010