



Irvine Unified School District

ASSISTANT SUPERINTENDENT

HUMAN RESOURCES

DEFINITION

Under direction of the Superintendent, plan, organize, and direct a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Under direction of the Superintendent, serve as the principal advisor to the Superintendent regarding employee and labor relations matters.

EXAMPLES OF DUTIES

- Plan, direct, and manage the human resources function for the District's certificated and classified employees.
- Manages and coordinates school and District programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
- Administer all procedures and policies relative to both the classified and certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the California Education Code, and local Board Policy.
- Coordinate all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
- Manage district-wide staffing profile.
- Plan and direct the development and maintenance of a system of performance evaluation for employees.
- Supervise the District's recruitment and selection efforts.
- Plan and direct an ongoing program of research related to personnel administration as a means of keeping abreast of new theories, trends, and practice.
- Plan and provide a program of specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination.
- Interpret all Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, counsel, direct, and assist, as necessary, in their implementation.
- Recommend and develop needed Board Policy and Administrative Regulations.
- Establish and maintain cooperative relations with others.
- Provide leadership for the Human Resources staff.
- Responsibility for representing the District in the investigation and resolution of compliance issues and contractual disputes.
- Responsibility for employer/employee relations, labor negotiations, contract management, grievance processing.

- Plan and direct ongoing research into applicable personnel related laws in areas of concern to the Superintendent and Board of Trustees.
- Represent District at numerous compliance agency hearings including but not limited to judicial proceedings and PERB, DFEH, EEOC, and Workers' Compensation Appeals Board.
- Monitor and coordinate District human resource related litigation.
- Interpret and commence Board Policy and Administrative Regulations and assist with their development.
- Support Superintendent in monitoring/evaluating District major goals and objectives.

QUALIFICATIONS

Knowledge of:

Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the California Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.

Ability to:

Plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; supervise and train subordinates; assemble and analyze data and make appropriate recommendations to school officials, and the Board of Trustees; work collaboratively with other departments, agencies, and work sites; relate and communicate with all members of the work force. Represent the District as its Chief Negotiator in employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, Board policy, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.

Credential/Education:

Valid California Credential or eligibility for credential authorizing services as an Assistant Superintendent. Master's Degree or higher, from an accredited college or university.

Experience:

Background which provides comprehensive experience in a personnel related field; extensive personnel experience in public sector and educationally related or service organizations; minimum of seven years experience in a personnel related field including three years at a supervisory or management level. Background which demonstrates extensive progressively responsible administrative experience equivalent to 10 years in public sector and educationally related or service organizations, including five years at a supervisory level.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

1/05

[Return to top](#)

This page was last modified 03/22/2005