

ASSISTANT CHIEF HUMAN RESOURCES OFFICER

DEFINITION

Plans, directs, administers, and coordinates the work of major functions in the Human Resources Division.

TYPICAL DUTIES

- Administers the recruitment, selection, certification, contracting, assignment processing, salary administration, and other personnel services for District certificated employees.
- Administers performance evaluation support and development and employee discipline support for District certificated and classified employees.
- Develops, implements, and administers programs, policies, rules, regulations, and procedures for assigned human resources functional areas such as certificated employee operations.
- Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the department's and District's missions and priorities.
- Administers the certificated and classified grievance procedures and provides guidance to resolution of grievances and other personnel issues related to the implementation of collective bargaining agreements and employer-employee relations.
- Provides advice to the Superintendent, executive and senior staff, Instructional Area Superintendents, Administrators of Operations, District program administrators, managers, supervisors, employee organizations, employees, applicants, and others on a wide range of human resources management issues and practices.
- Ensures compliance with federal and State guidelines, procedures, and various consent decrees. Interprets Board Rules, legislative statutes, and collective bargaining agreements relating to various areas of human resources.
- Participates in and develops legislative proposals, changes to District policies, and collective bargaining proposals.
- Oversees investigations and monitoring of cases involving alleged misconduct and criminal activity of employees in offices and school sites.
- Participates in developing and maintaining the budget for assigned areas of operations and approves expenditures and implements budgetary adjustments as appropriate.
- Monitors and evaluates the efficiency and effectiveness of customer service delivery methods and procedures.
- Reviews regular and special reports from subordinate units and prepares composite reports.
- May attend and participate in Closed Session with Board Members, the Superintendent, and selected senior management staff.
- Confers with the Office of Labor Relations to ensure the District applies, interprets, and implements collective bargaining agreements with District-wide consistency.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Chief Human Resources Officer plans, directs, administers, evaluates, and coordinates the work of major functions in the Human Resources Division.

The Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

SUPERVISION

General direction is received from the Chief Human Resources Officer or the Deputy Chief Human Resources Officer. Supervision is exercised over employees of the Human Resources Division through assigned administrators and supervisors.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, policies, and practices of public personnel administration
- Merit system and related provisions of the California Education Code Laws, Title 5 of the Administrative Code, the Government Code, Board Rules, and Personnel Commission Rules
- District policies and procedures, goals and objectives, and organizational structure and functions
- Organization and functions of the various personnel assignments within the District and a thorough understanding of the objectives of collective bargaining units and their methods of operation
- Workforce management including recruitment and retention of quality teachers, health and human services personnel, and administrators
- Purposes, functions, policies, and practices of private and public human resources departments
- Leadership skill in facilitating group processes, including consensus building, mediation, and conflict resolution
- Fundamentals of public administration and employer-employee relations relating to employees in public education
- Statistical techniques and methods appropriate for the analysis and reporting of personnel data
- Use of technology, District Human Resources applications, and other data systems
- Laws, rules, regulations, court decisions, legal interpretations, research, and studies in the field of personnel management
- Supervisory and managerial techniques
- Principles and practices of affirmative action programs
- Basic principles and practices of administrative analysis and data systems analysis
- Budget preparation and control

Ability to:

- Plan, organize, direct, coordinate, and review the work of a multi-unit operation
- Analyze, develop, and implement changes in operating policies and procedures
- Formulate and express ideas clearly and concisely, in written reports and oral presentations
- Prepare proposed laws, rules, collective bargaining items, regulations, and procedures
- Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts
- Work effectively with administrators, employees, employee representatives, and the public
- Lead and facilitate group processes, including consensus building and resolution of conflict
- Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree or higher is preferable.

Experience:

Five years of professional-level experience in public school personnel administration. Three years of the required experience must have included management responsibility that required oversight of multiple projects through assigned administrators and supervisors.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill; and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
02-09-15
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Reviewed
06-19-20
RGK