

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED OCTOBER 2014  
SALARY SCHEDULE: #98  
CLASSIFIED ADMINISTRATIVE  
CODE: 1, 6, 8**

**ASSISTANT SUPERINTENDENT – HUMAN RESOURCES**

**DEFINITION**

Under the administrative direction of the Superintendent, responsible for the strategic and operational planning and oversight of the Division of Human Resources and Special Services.

**EXAMPLES OF DUTIES**

Develop and direct the implementation of goals, objectives, and work standards for the division;

develop, implement, interpret and evaluate policies and procedures related to human resources functions for both certificated and classified personnel;

direct the preparation and administration of the division's budgets;

oversee all payroll, benefit management operations, risk management functions, and STRS and PERS retirement services and other functions assigned to Special Services;

direct the creation and maintenance of all job descriptions and related components;

develop and maintain required personnel records and files;

oversee and evaluate management staff within the division;

prepare statistical information relative to development of salary schedules and benefit plans;

advise and counsel management and employees regarding grievance and disciplinary procedures and actions;

monitor developments and legislation related to personnel matters;

coordinate service to districts throughout the county in securing credentialed personnel to fill teaching and administrative positions;

assist school district boards with superintendency search options;

responsible for agenda and records of Superintendents' Cabinet;

maintain communication with members of the staff by attendance at appropriate local meetings and workshops;

attend appropriate professional meetings within the county and at the state level;

serve as a resource to school districts within Kern County in personnel administration;

serve as member of administration for labor relations negotiations with employee organizations;

serve as Administrator of Human Resources and Executive Officer for the Personnel Commission;

serve as a representative of the Personnel Commission and Kern County Superintendent of Schools in working with recognized classified employee organizations;

act as the liaison to the California County Superintendents Educational Services Association (CCSESA) regarding human resources information/data.

## **QUALIFICATIONS**

### Knowledge of:

Theory, principles, practices, and techniques of human resources administration, including recruitment, testing and selection, affirmative action, labor relations, classification and job analysis, compensation and benefits administration, employee development, and performance planning and appraisal; principles and practices of labor relations, including negotiating techniques; administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.

### Ability to:

Plan, organize, administer, review, and evaluate a broad, centralized human resource services program; select, train, motivate and evaluate assigned staff; develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls; analyze complex problems, evaluate alternatives and make sound, creative recommendations; exercise sound independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work; represent the office in meetings with others; prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials; interpret personnel policies and procedures, including merit system rules and regulations, and applicable local, state, and federal legislation.

### Education:

Graduation from a four year college or university with major coursework in public or business administration, employee relations, human resources management, or a related field;

### Experience:

Ten years of increasingly responsible human resources program management experience or in public school administration including experience in employee supervision and program development and implementation.

### Conditions of employment:

Requires proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

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Formerly: Chief Human Resources Officer 2012