

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 122
EXEMPT

ASSISTANT SUPERINTENDENT - HUMAN RESOURCES DIVISION

BASIC FUNCTION:

Under the administrative direction of the County Superintendent, oversee all aspects of the Human Resources (HR) Division within the office of the Fresno County Superintendent of Schools (FCSS); responsible for strategic and operational planning, development, implementation, and oversight of all human resources division policies, procedures, programs and activities; serve as a key advisor to the County Superintendent and other senior administrators on HR-related matters; ensure compliance with HR-related federal, state, and local laws and regulations; manage special projects including, employee wellness programs; supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Build and sustain collaborative partnerships with school district leaders, state agencies, and business community partners; advocate for educational priorities by supporting HR initiatives, credentialing processes, teacher development and career pathways; promote shared goals and enhance the effectiveness of HR operations and educational programs.
- Collaborate with and support division leadership in all aspects of the HR Division, encompassing human resources, credentialing, and teacher development; ensure the effective development and implementation of policies and programs in each area, fostering a cohesive and supportive environment.
- Collaborate with legal counsel to resolve complex HR issues and mitigate potential litigation risks.
- Conduct, direct and participate in classification and other personnel studies to evaluate and modify programs, policies and procedures to enhance organizational effectiveness.
- Design, develop, and implement comprehensive surveys on HR-related matters such as compensation, benefits, employee engagement, and organizational culture; use findings to inform HR strategies and support data-driven decision-making; communicate survey results and recommended actions to program leadership, school district partners, and staff, as appropriate.
- Develop and implement HR division initiatives that align with the FCSS mission, vision, strategic plan priorities, goals and objectives; anticipate future HR needs and trends and prepare the organization to meet them effectively.
- Develop and implement strategies to address employee turnover, retention, and succession planning.
- Develop and maintain productive employer-employee relations; serve as lead negotiator for the FCSS; administer provisions of employee contracts and agreements; advise staff regarding provisions of employee contracts; direct and coordinate the planning of union-management contract negotiations, grievances and hearings; resolve disputes and negotiate with union representatives as needed.
- Develop and manage annual HR division budget, analyze financial data, contracts, memorandums of understandings and reports, control expenditures.
- Develop and manage employee wellness and professional growth programs designed to foster a safe, supportive, productive work environment and enhance overall job satisfaction and organizational success.

- Develop and manage the performance evaluation processes, ensuring consistent and fair assessments of employee performance; promote continuous learning and career development opportunities within the organization.
- Develop and present informative reports on HR-related topics to the Board of Education, Executive Cabinet, and other partners.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical personnel reports, records, procedures and files related to HR-matters including but not limited to contracts, evaluations, salaries, employee status, budgets, attendance, safety, retention, exit interviews, grievances, disputes, compliance and other HR-related activities; oversee the development of employee handbooks.
- Direct the activities of the FCSS Employee Wellness program, serving as the liaison to the Superintendent in relation to this program.
- Ensure compliance with all federal, state, and local employment laws and regulations, and state agency requirements, including but not limited to, the California Commission on Teacher Credentialing (CTC), California Department of Education (CDE), Equal Employment Opportunity (EEO), Americans with Disability Act (ADA), and Family Medical Leave (FMLA).
- Ensure proper and timely resolution of personnel-related issues and concerns with discretion and confidentiality.
- Formulate and enforce HR superintendent policies and procedures, ensuring compliance with relevant laws and regulations.
- Investigate employee complaints, harassment allegations, and discrimination claims, ensuring fairness and impartiality throughout the process.
- Manage employee relations issues, including conflict resolution, disciplinary actions, and grievances, fostering a positive and collaborative work environment.
- Organize and direct communications with administrators, personnel, outside organizations and the public to coordinate services levels meet client needs.
- Oversee and assist the HR Support Supervisor with leave administration processes, including medical, personal, and family leave, ensuring compliance with relevant laws and regulations.
- Oversee personnel procedures related to employment application processes, examinations, promotion, demotion, transfers, reassignments, resignation, dismissal layoff, re-employment, leave entitlements, compensation, licensing and certification as applicable for management, supervisory, confidential, classified, certificated and unrepresented personnel.
- Oversee recruitment, interview, testing, selection, onboarding, placement, and retention processes of classified, certificated, management, supervisory, confidential and unrepresented personnel to ensure the organization attracts and retains top talent; administer employee promotions, position changes and transfer functions; develop strategic initiatives to enhance recruitment, retention, and professional growth opportunities, ensuring alignment with organizational goals and compliance with relevant laws and regulations.
- Oversee the administration of employee compensation and benefits programs; collaborate with the FCSS and Business Services administration to ensure competitive and equitable pay and benefit structures.
- Oversee the maintenance of accurate and confidential employee records, utilizing HR information systems effectively.
- Partner with the Safety and Risk Manager to develop and implement leave policies, manage workers' compensation claims, and conduct interactive processes for employees with work-related injuries, ensuring compliance with all relevant state and federal regulations.
- Plan and coordinate professional development programs and training for staff to enhance their skills and competencies.
- Plan, develop and implement workshops and other staff development activities; prepare and

deliver oral presentations.

- Promote and cultivate equity and inclusion within the workforce; develop initiatives to support a diverse and inclusive work environment.
- Provide consultation and highly technical expertise to administrators, staff, outside organizations and others concerning personnel issues, operations and activities; respond to inquiries, resolve issues and conflicts; provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.
- Provide guidance, support, and direction to the HR team, fostering a collaborative and high-performing environment; mentor and develop HR staff to build a strong and capable team.
- Provide highly technical expertise, information and assistance to the FCSS regarding HR-related needs and issues; assist in the formulation and development of superintendent policies, procedures and programs.
- Represent the FCSS in community and professional organizations, fostering positive relationships and partnerships.
- Serve as a key advisor to the Superintendent and senior leadership on HR-related matters, providing insights and recommendations to support decision-making.
- Serve as a liaison with other departments and outside agencies, negotiate and resolve significant and controversial issues.
- Serve as a member of the Superintendent's Executive Cabinet and Full Cabinet.
- Serve as a resource to school districts within Fresno County in personnel administration.
- Stay up-to-date on emerging HR trends, technologies, and best practices to ensure the organization remains competitive and compliant.
- Work closely with school site principals, department-program leaders, and other administrators to support their program needs and align HR practices with the FCSS' educational mission.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Work on a flexible schedule, including evenings and weekends, as required.
- Drive a vehicle to conduct work, using own transportation.
- Travel within Fresno County, and/or statewide.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Americans with Disability Act (ADA).
- Bargaining unit contracts and salary schedules.
- Budget preparation and control including grant funding.
- California Commission on Teacher Credentialing (CTC).
- California Department of Education (CDE).
- California Standards for the Teaching Profession (CSTP).
- Employee development, performance planning and evaluation.
- Equal Employment Opportunity (EEO).
- Family Medical Leave (FMLA).
- Legislation related to HR, Credentialing and education grants.
- Principles and practices of labor relations including negotiating techniques.
- Principles, techniques, of organization, administration, personnel management, supervision and training, procedures and terminology involved in the recruitment, interview and selection, processing, orientation, evaluation and compensation of classified, certificated, management, supervisory, and confidential employees; benefits administration, payroll processing and staff development.
- Public relations and speaking techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze complex problems, evaluate alternatives, make sound, creative recommendations.
- Direct the maintenance of a variety of reports, records and files.
- Plan, organize, administer and evaluate a broad, centralized human resources division.
- Prepare and deliver oral presentations.
- Exercise sound independent judgment and initiative within established guidelines.
- Establish and implement internal HR-related controls in support of the overall organization.
- Prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.

- Interpret, apply and explain rules, regulations, policies and procedures. Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide, motivate and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in business administration, human resources management or related field.
- Master's degree preferred.

EXPERIENCE:

- Ten years of increasingly responsible human resources administrative-management experience including experience in employee supervision and program development and implementation.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

APPROVED:

Effective: 10/01/2020

Revised: 10/01/2024