

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.usd.org](http://www.rocklin.usd.org)



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## Job Description

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<b>POSITION TITLE:</b>	Associate Superintendent, Human Resources
<b>SALARY PLACEMENT:</b>	Deputy, Associate, and Assistant Superintendent Salary Schedule

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### SUMMARY:

The Associate Superintendent of Human Resources develops and is responsible for the leadership, management, and coordination of all human resource programs, employee benefits, and the management of the employer/employee relations program for the District. He/she serves as the Chief Negotiator for the District.

This position carries out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### SUPERVISOR:

This position reports directly to the Superintendent.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited, to the following:

1. Provides direction for all personnel programs within policies of the Board of Education in accordance with State statutes and regulations.
2. Identifies and facilitates development of innovative and effective human resources management through research and remains informed of trends and best practices in personnel administration.
3. Provides all management personnel with useful direction and assistance regarding personnel matters and functions.
4. Serves as a member of the District's negotiating teams, acting as the primary District representative in the collective bargaining process for all bargaining units.
5. Prepares and submits reports and makes presentations as required by the Superintendent and interprets as needed to the Board and the community the District's human resources goals and objectives.
6. Assists in the general planning, organization, and management of the District.
7. Supervises and evaluates the Human Resources office staff.
8. Participates as a member of the Superintendent's Cabinet.
9. Assures accurate and timely position control management and staffing practices in conjunction with the Business Services Department.
10. Provides support and liaison in human resource matters, including technical advice and assistance, with building principals and management staff.
11. Directs and coordinates the recruitment, interviewing, placement, evaluations, and promotion programs and procedures of the District.
12. Coordinates and implements personnel evaluations and dismissal actions.
13. Supervises the development and revision of procedure manuals in all aspects of human resources service.

14. Maintains liaison with local, state, and national agencies relative to recruitment, personnel management, and employee/employer relations.
15. Develops new policies for submission to the Board of Education as required.
16. Develops, controls, and manages the budget for the Human Resources office.
17. Supervises preparation of employment contracts for certificated personnel.
18. Serves as the District Affirmative Action Employment Officer and ADA compliance officer.
19. Directs and manages employee benefit programs including worker's compensation and health benefit programs.
20. Analyzes wage and salary reports and data to determine competitive compensation and health benefit programs.
21. Prepares personnel forecast to project employment.
22. Writes directives advising administration and managers of district policy regarding equal employment opportunities, compensation, and employment benefits.
23. Consults legal counsel to ensure that policies comply with federal and state law.
24. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organizations.
25. Studies legislation, arbitration decisions, and collective bargaining contracts to assess trends.
26. Performs related duties as needed.

**KNOWLEDGE OF:**

- Theory, principles, and practice of public education and administration, including organization, personnel, and fiscal management relevant to assigned responsibilities.
- Procedures and practices of collective bargaining and interest-based bargaining (labor relations and negotiations).
- Office management principles, methods, and procedures; relevant State and Federal laws, regulations, and procedures.
- Goals, objectives, and policies of the district.
- Technical aspects of Human Resources.
- Policies and objectives of assigned programs.
- Staff supervision and coordination techniques.
- University teacher training and preparation programs.
- Planning, organizing, and direction of Human Resources function in the school district.
- Budget preparation and control.

**Ability to:**

- Manage a Human Resources office.
- Successfully negotiate union contracts.
- Plan, organize, and administer Human Resources programs.
- Establish priorities and coordinate a variety of Human Resource projects.
- Train, supervise and evaluate staff performance.
- Explain and enforce policies and regulations.
- Meet schedules and time lines.
- Prepare and deliver oral presentations.
- Establish and maintain effective relationships.
- Analyze and identify present and potential problems; develop and evaluate alternate solutions and propose plans of action.

**EDUCATION:**

Master's Degree. Progressive post-graduate training in the broad aspects of personnel management, employer/employee relations, Affirmative Action, and related areas.

**EXPERIENCE:**

Five years of recent school administrative experience. Possess exemplary personal qualities and human relations skills.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Administrative Credential  
Valid California Driver's License

**PHYSICAL REQUIREMENTS:**

The physical requirements 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 talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Medical Category I:**

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**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.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adoption Date: August 7, 1996

Revised: January 17, 2018

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**