

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Labor Relations	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Assistant Superintendent	FLSA:	Exempt
JOB CLASS CODE:	9738	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 24 Salary Schedule A
REPORTS TO:	Chief Human Resources Officer	CABINET APPROVAL:	01-29-18

BASIC FUNCTION:

Provide leadership and expertise in labor relations throughout the District to meet the needs of Sacramento City Unified School District students; develop and maintain human resources policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues; plan, organize and administer the District's human resources programs; and supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide leadership and expertise in labor relations throughout the District to meet the needs of Sacramento City Unified School District students. **E**

Coordinate and provide expertise in support of the District's labor and staff relations; coordinate staff and labor relations activities; coordinate and disseminate labor relations information; and assist in resolving disputes and grievances in accordance with district policies/procedures, union contracts, and past practices. **E**

Represent the District's human resources functions in meetings with governmental, legislative, business, community, and labor union representatives; serve on committees, task forces, councils, school-based site councils, and ad hoc groups, as necessary, to coordinate human resources functions; and maintain updated information on current trends, laws, and regulations. **E**

Interpret policies and procedures and union contracts; mediate disputes as necessary to meet the needs of employees, sites and departments. **E**

Participate as a member of the District negotiations team in collective negotiations with representatives of both certificated and classified bargaining units; assist in the development of District collective negotiations contract proposals and responses; and act as District spokesperson in collective negotiations with one or more bargaining units as assigned. **E**

Coordinate the grievance procedures and act as liaison with the legal office concerning legal aspects of grievance procedures and processing. **E**

Ensure the development, implementation, and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for state and federal compliance purposes; monitor and assist with

monitoring compliance issues; maintain currency on rules, regulations, district policies, and other requirements for compliance; and ensure records are maintained in accordance with legal mandates. **E**

Participate in the overall management of the Human Resources function to provide timely delivery of high quality services. **E**

Attend or chair a variety of results oriented meetings; represent the District in collaboration/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned. **E**

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Provide counseling to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items. **E**

Develop, plan, and implement a variety of major special projects affecting District-wide personnel programs and activities. **E**

Visit school sites and classrooms on a regular basis; maintain collaborative relationships and continuing communications with staff, families, students, the community and employee groups. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select employees, recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to labor relations and human resources. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Master's degree in human resources, business or public administration, or a closely-related field, and seven years of increasingly responsible management-level experience, which includes substantial experience in human resources, labor relations, and school district administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; and must be willing to attend evening/weekend meetings or activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the functions of Human Resources

Labor relations and negotiation practices.

Theories, techniques, and methodologies of human resources management and administration.

Current trends and related laws and regulations in educational reform, management, and human resources.

Collaborative problem-solving methods.
Principles, practices, and trends of public personnel administration.
Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
Administrative and collective bargaining practices and techniques.
Compensation practices, and personnel procedures and practices.
Grievance procedures including arbitration.
Interview and selection techniques and methods.
Credentialing laws.
Legal procedures, terminology, and negotiation processes.
District organization, operations, policies, objectives and goals.
Report writing and presentation.
Budget preparation and control.
School district organization, operations, and objectives.
Applicable laws, codes, regulations, policies, and procedures.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
Effective oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Effective management principles, practices, and supervision techniques.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Provide technical information and assistance to others concerning employment policies and personnel transactions.
Manage labor contracts and labor relations.
Effectively represent the District before the public.
Take individual initiative, accept responsibility, and be held accountable.
Serve as the District's chief negotiator for all bargaining units.
Provide leadership to negotiating teams.
Develop and present negotiating strategies.
Administer the District's grievance procedures.
Work across cultures and communities.
Evaluate and assess the effectiveness of teams, programs, and individuals.
Work independently, coordinate multiple activities simultaneously, and work flexible hours.
Prepare and deliver effective presentations to diverse audiences.
Communicate effectively, both orally and in writing.
Exercise effective decision-making and problem-solving.
Maintain current knowledge of trends in the assigned field.
Read, interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
Analyze situations accurately, and adopt a legally sound, effective course of action.
Plan and organize work to meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Operate a computer and related software.
Meet the State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date