

**ASSISTANT SUPERINTENDENT, HUMAN RESOURCES****GENERAL RESPONSIBILITIES**

The Assistant Superintendent, Human Resources, serves the Superintendent in the area of responsibility within the Human Resources Division.

**RESPONSIBILITIES AND DUTIES**

The Assistant Superintendent, Human Resources, shall:

1. Administer and supervise the recruitment, selection, employment, and evaluation of employees.
2. Interview candidates for classified and certificated positions and make recommendations for employment.
3. Develop and implement policies, procedures, rules, and regulations for the Human Resources Division.
4. Supervise employee performance evaluation, discipline, grievance, salary administration, and new employee orientation programs.
5. Establish and maintain employment records
6. Develop departmental budgets.
7. Establish and maintain a system for position classifications, including the development, updating, and revision of classified job descriptions.
8. Prepare Human Resources items for Board of Trustees' agendas.
9. Serve as the Board of Trustees' Representative and Chief Negotiator for employee-employer relations including Public Employment Relations Board (PERB) relations.
10. Provide management and supervisory orientation and interpretation for master contracts.
11. Provide assistance and guidance to management and staff members regarding employee relations matters and personnel-related policies and procedures.
12. Supervise the maintenance of classified personnel records and changes of employee status; ie., transfers, separations.
13. Administer and direct development of campus staffing allocations.
14. Serve as the Title IX Compliance Officer for employees.

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15. Serve as a member of the Superintendent's Cabinet and Administrative Council as a liaison between these groups and Human Resources staff members.
16. Perform other duties as assigned by the Superintendent.

Regulation approved:      March 16, 1981; August 9, 1999; September 12, 2000; September 6, 2005; April 21, 2009