

JOB DESCRIPTION**Job Title:**

(9885)

Job Summary:

The job of Assistant Superintendent Human Resources is created for the purpose/s of developing, coordinating, and maximizing services related to human resources, educational credentialing, labor relations and to provide direct services to employees regarding employment and fiscal-related issues. Coordinates and directs personnel, resources, communications, and information to meet school, district, and Tulare County Office of Education (TCOE) needs. Hires, trains, supervises, and evaluates the performance of

ing the desired manner of interaction with others, values placed on people and ideas

veloping, implementing, and monitoring programs for the recruitment, selection, classified and management employees.

ard of Education for the purpose of representing the human resources department.

urpose of facilitating the work of the division and representing the county office.

isions for the purpose of complying with county office policy and regulations.

, universities, and alternate certification programs for the purpose of finding good ern program.

net for the purpose of providing information and recommendations to the cabinet.

y office and school district staff for the purpose of increasing necessary knowledge

alyzing potential implications, making recommendations and/or addressing a variety

ns from the general public, school district personnel, community organizations and and resolving issues.

investigating complaints filed under the Uniform Compliant Procedures, Equal Department of Fair Employment and Housing.

- Coordinates and ensures TCOE's compliance with the Americans with Disabilities Act, Return to Work practices, and interactive processes.
- Supervises/Evaluates personnel for the purpose of providing coaching and feedback regarding their performance.
- Supports the superintendent for the purpose of providing assistance with his/her administrative functions.
- Manages the Worker's Compensation program for the purpose of assisting employees to return successfully back to work.
- Serves as the county office's Title IX officer and the griev

delegate tasks and responsibilities;
identify qualified candidates to be hired;

➤ **Knowledge of:**

personnel issues, labor relations/negotiations and legal services and trends;
county office board and superintendent policies and regulations;
California Education Code, federal education policies and regulations, federal and state laws, regulations and requirements