

LCUSD Certification Administrative Responsibilities for Human Resources Department
2017-2018

Superintendent:

- Plan and administer the district's recruitment and selection program for all certificated and classified employees;
- Direct and coordinate assignment, promotion, leave, transfer and retirement of all employees;
- Administer all employee bargaining contracts;
- Monitor the annual evaluation plan and cycle;
- Meet and confer with CMSA regarding salary and benefits;
- Meet with supervisory and management staff to clarify and resolve personnel problems;
- Provide assistance to supervisory and management staff in disciplinary and dismissal action;
- Develop and maintain a system of personnel records for all school employees;
- Prepare drafts of Board Policies and Administrative Regulations for Governing Board review and action;
- Supervise and evaluate Human Resources office personnel;
- Interpret codes, rules, policies and contracts related to employment issues;
- Counsels employees on laws and procedures related to credentials and professional growth;
- Prepare and administer the department budget and assist in the preparation and administration of the district's budget as it relates to personnel;
- Prepare certificated and classified staffing allocations;
- Monitor base allocation and position control;
- Assigns Superintendent's designee for employee complaints or for grievances brought by certificated or classified associations.

Assistant Superintendent Fiscal and Administrative Services:

- Serve as the lead district negotiator with the district's bargaining units;
- Conduct surveys and studies of personnel salaries and benefits;
- Serve as the lead district representative on the LCUSD Benefits Committee;
- Coordinate and administer the State Unemployment Insurance program;
- Develop job descriptions;
- Assist in preparing certificated and classified staffing allocations;
- Serve as a Superintendent's designee for employee complaints;
- Serve as a Superintendent's designee in the grievance procedure.

Assistant Superintendent Educational Services:

- Oversee, hire, and monitor all certificated and classified substitute staff;
- Serve as a Superintendent's designee for employee complaints;
- Serve as a Superintendent's designee in the grievance procedure.

Chief Technology Officer:

- Coordinates the district's evaluation plan;
- Serve as a Superintendent's designee for employee complaints;
- Serve as a Superintendent's designee in the grievance procedure.

Chief Director Assessment, Research, Consolidate Programs and CALPADS:

- Serve as the district's CBEDS Coordinator.