

TITLE	CLASSIFICATION	SALARY RANGE
Director, Human Resources	Management Team Classified Administrator	28

SCOPE OF POSITION:

Under the direction of the Vice President, Human Resources, plan, organize, and direct the District-wide operations and management of the Human Resources Department; develop and implement personnel policies and procedures; provide oversight for the recruitment, employment, benefits, systems, classification, professional development and other functions; ensure compliance with applicable policies, procedures, laws and regulations; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve as liaison to faculty, staff, students, and District departments to provide human resources services; develop and implement new initiatives including webpage development and online programs to increase and improve sustainability.
2. Develop and implement policies and procedures, and ensure compliance with policies procedures, laws and regulations related to Human Resources; provide advice on contract interpretation issues; disciplinary and staff relations and serve as a liaison to the Faculty Staffing Committee.
3. Provide oversight for recruitment and employment functions; serve as resource with staffing decisions; plan and organize outreach efforts and recruitments for employment of staff and faculty; develop and implement hiring orientations and committee monitor training programs; make job offers and provide oversight for transition of candidates with hiring and orientation processes.
4. Serve as a liaison to the Academic Senate Equivalency Committee.
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs.
6. Conduct classification reviews; co-chair review committee involved in the review of the District's classified employees and job classifications; organize and lead the committee review process.
7. Serve as a liaison to employees and supervisors with management classification studies; collaborate with the management team in the review of job descriptions for appropriate language and determination of salary range; communicate and implement outcome of studies.
8. Provide oversight and work direction for staff in Professional Development activities and opportunities; develop and provide trainings for faculty, staff and students.
9. Participate in accreditation studies related to Human Resources; participate in strategic planning activities; serve on behalf of the Vice President on Measure H bond implementation and other special projects.
10. Oversee Human Resource operations in the absence of the Vice President; participate in facilities planning, staffing and other initiatives.
11. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
13. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
14. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
15. Develop and prepare the various Human Resources operating budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.
16. Plan, organize and oversee employee recognition events including retirement receptions and other staff events.

KNOWLEDGE OF:

1. Principles of Equal Opportunity Employment hiring, supervision, training, performance evaluation and discipline.
2. Principles and techniques of job analysis and administration of position classification and compensation plans.
3. Interest-based bargaining processes.
4. Leadership, team building, motivation and conflict resolution theories and techniques.
5. Employment testing and candidate assessment practices and legal requirements.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures affecting employment and employment practices.
10. Interpersonal skills using tact, patience and courtesy.
11. Uniform guidelines of employee selection procedures.
12. Administration of Human Resources systems and programs.

ABILITY TO:

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing.
3. Establish and maintain cooperative and effective working relationships with others.
4. Operate a computer and assigned office equipment.
5. Analyze data and situations accurately and adopt an effective course of action.
6. Meet schedules and time lines.
7. Work independently with little direction.
8. Plan and organize work.

ABILITY TO – Continued

9. Maintain confidentiality of sensitive information.
10. Direct the maintenance of a variety of reports, records and files related to assigned activities.
11. Interpret, apply and explain rules, regulations, policies and procedures.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in human resources or related field.

EXPERIENCE:

Increasingly responsible leadership experience in the human resources field.