

TITLE: Director, Human Resources

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 28

SCOPE OF POSITION:

Under the general leadership of the Vice President, Human Resources, the Director, Human Resources, plans, organizes, reviews and evaluates the District-wide operations and management of the Human Resources function, including employee relations programs, classification, compensation, recruitment, benefits, professional development, and other related functions; develop and implement personnel policies and procedures; 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. Plan, develop, organize, implement, direct, supervise and lead the daily operations of assigned Human Resources functions to ensure effective, efficient, and equitable services for the District's diverse constituent groups.
2. Facilitate productive and equitable labor relations with bargaining/meet and confer units; participate in collective bargaining and may serve as chief negotiator, as assigned; review, resolve, and/or escalate grievance/complaints within established laws, collective bargaining agreements, regulations, policies and procedures; provide guidance on labor relations processes, contract interpretation, and employment rights and responsibilities. May assist with informal and formal complaint processing and resolutions, including Title 5 and Title IX, in accordance with federal, state regulations and state chancellor's office requirements.
3. Plan, organize, coordinate, and implement recruitment and outreach efforts for the District; coordinate recruitment timelines with committees and administration; extend job offers and oversee the transition of candidates through onboarding and orientation processes; ensure compliance with fair hiring practices and equal employment regulations.
4. Oversee the administration of employee benefits programs, including health insurance, leaves of absence, and wellness initiatives; ensure compliance with federal and state regulations; evaluate and recommend program improvements to enhance benefit programs.
5. Develop, implement, manage, and lead the District's employee performance management programs for all classifications; serve as a technical expert on procedures, processes, and best practices in performance management; track and ensure compliance with legal requirements to foster an inclusive, equitable, and accessible educational and professional environment.
6. Develop, implement and manage the District's job classification and compensation programs to ensure consistent, objective, and accurate organization of work within established classifications; ensure compliance with applicable laws, regulations, policies, procedures, collective bargaining agreements, and standard business practices; co-chair review committee involved in the review of the District's classified employees and job classifications.
7. Plan, develop, and oversee professional development and training programs for employees at all levels; assess training needs, design curriculum and evaluate program effectiveness; ensure programs promote leadership development, continuous learning, and career growth opportunities in alignment with District goals.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Represent the District in local, state, and national committees, workgroups, and meetings; participate in assigned committees and special projects; collaborate with constituent groups as appropriate to advance employee relations, strategic objectives and operational effectiveness.
9. Plan, organize, administer, evaluate and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives; ensure legal compliance and integrity while promoting equity, inclusion, and access for the District's diverse student, employee, and constituent groups.
10. Develop and manage assigned budgets; analyze and review financial data; authorize expenditures within established limitations Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, state, local, and District regulations and policies; provide regular communications and expertise to the Vice President, Human Resources, and District constituent groups regarding assigned functions, programs, and services.
11. Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services; develop, maintain and evaluate policies, procedures, standards, capacity and infrastructure to ensure high-quality service delivery.
12. Supervise and evaluate the performance of assigned staff; including interviewing and selecting employees; develop, monitor and assess staffing needs, provide timely feedback and evaluations, participate in hiring onboarding, and corrective and disciplinary processes as needed.
13. Utilize technology resources effectively to automate routine processes and improve Human Resources operational efficiency, evaluate and recommend technological improvements; collaborate with Information Technology staff to implement programming changes; ensure technology enhances equitable service deliver and outcomes.
14. Work collaboratively and professionally with faculty, staff, students, and constituent groups from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities. Contribute positively to a culture that values diversity and promotes equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive work environment.
15. Perform related duties as assigned.

KNOWLEDGE OF:

1. District organization, operations, mission, strategic objectives, policies, procedures, and rules.
2. Effective communication methods, techniques, and modes to engage with diverse constituent groups.
3. Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
4. Modern office practices, procedures, and equipment, including computer hardware and software.
5. Principles of effective classification and compensation systems.
6. Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations.
7. Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.
8. Principles of effective, efficient, equitable, and strategic human resources management in an educational institution.
9. Labor relations, collective bargaining, and negotiations.
10. Participatory governance processes and engagement.
11. Title IX, Title V, and equal employment opportunity compliance programs.

ABILITY TO:

1. Communicate and gain support for the District's mission, vision, and values.
2. Communicate effectively through multiple modalities with diverse internal and external stakeholders.
3. Create a culture of shared accountability for effective performance within assigned areas.
4. Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Vice President, Human Resources and District leadership within applicable laws, regulations, policies, procedures, rules, and effective business practices.
5. Establish and maintain effective working and professional relationships with individuals from diverse communities.
6. Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
7. Leading effectively through participatory governance and in collaboration with diverse stakeholders.
8. Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
9. Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources programs in a community college district.
10. Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.
11. Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.
12. Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Strategic Plan and other goals and objectives in accordance with local, State, and federal laws.
13. Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas.
14. Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility, strategic planning, action, and leadership.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in human resources, business management, public administration, psychology, or related field.

Experience:

Five years of relevant experience, and two years of increasingly responsible supervisor or management experience related to the duties of this position.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty and students.