

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 and in accordance with the goals of the District, the Director, Human Resources, plans, organizes, reviews and evaluates the District-wide operations and management of the employee relations and labor relations programs, including Title classification, compensation, collective bargaining, and other related functions for the Human Resources Department; develop and implement personnel policies and procedures; provide oversight for the benefits, systems, classification, 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. Develop, implement and coordinate the daily operations in assigned functions with the Human Resources component to provide effective, efficient, and equitable services to the District's diverse constituent groups.
2. Work in collaboration with the Title IX Coordinator to support the District's Title IX compliance programs including complaint receipt, investigation, and resolution, record creation and retention; and data analysis and reporting.
3. Facilitate productive and equitable labor relations with bargaining/meet and confer units; participate in and lead bargaining, labor management, as assigned; review, resolve, and/or escalate grievance/complaints within established laws, regulations, policies and procedures; provide labor relations process, contract interpretation, and employment rights and responsibilities guidance to the District's diverse constituent groups with an emphasis on creating meaningful inclusion, equitable outcomes, and board accessibility.
4. Receive, review, analyze and recommend procedures for legal issues related to labor relations, employee relations, discipline, and grievances.
5. Develop, implement, manage, coordinate, and lead the District's employee performance management programs for all classifications; serve as a technical expert on procedures, processes, and best practices in effective performance management for the District's diverse constituent groups; and track and ensure compliance with legal requirements for effective performance management and accountability to ensure all District constituent groups benefit from 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 and organizational 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 and management employees and job classifications; organize and lead the committee review process.
7. Represent the District in local, state, and national committees, workgroups, and meetings; participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with constituent groups as appropriate to advance Employee Relations strategic objectives and effective operations.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Plan, organize, administer, evaluate and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and constituent groups.
9. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's IDEAA-related goals and objectives, and to ensure continuity of operations and services.
10. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, state, local, and District regulations and policies; provide routine and timely communications to the Vice President, Human Resources, and District constituent groups of the status of assigned functions, programs, and services.
11. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
12. Utilize technology resources effectively to automate routine processes and procedures, and improve efficiency of Human Resources operations; evaluate and recommend changes in technology resources to improve Human Resources operations; collaborate proactively with Information Technology staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
13. Work collaboratively and professionally with faculty, staff, students, and constituent groups from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
14. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
15. Perform related duties as assigned.
16. Participate in accreditation studies related to Human Resources; participate in strategic planning activities; serve on behalf of the Vice President on special projects.
17. Oversee Human Resource operations in the absence of the Vice President; participate in facilities planning, staffing and other initiatives.
18. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
19. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
20. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
21. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

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.

KNOWLEDGE OF – Continued

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. Principles of effective labor relations, collective bargaining, and negotiations.
10. Principles of effective participatory governance processes and engagement.
11. Principles of effective 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 Chancellor and Board of Trustees 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 and administrative services 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 Educational Master 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 and the District's comprehensive operations.
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.

License:

Valid California driver's license.