

TITLE: Manager, Human Resources/Employee Development & Organizational Culture

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 16

SCOPE OF POSITION:

Under the direction of the Director, Human Resources, provides leadership, strategy, vision and implementation in the areas of continuous employee learning and professional development and growth culture initiatives that facilitates the mission, vision and values of the District; plans, organizes, coordinates, and implements inclusiveness efforts for the District; designs systems that enhances the employee experience and promotes positive organizational culture; in collaboration with the EEOAC, develop and implement the Equal Employment Opportunity (EEO) plan and lead District-wide operationalization of the EEO strategies;. oversees tailored employee training and development programs, engagement and retention strategies for new hires and current employees in alignment with institutional goals and department needs.

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. Provide District-wide leadership, plan, organize, coordinate and execute professional development and employee training programs, including new hire orientation. Evaluate, create and distributes educational materials and in-service training; promote awareness of available professional development resources to all District employees.
2. Oversee and design strategic action-oriented professional development and transformational learning programs to enhance District culture.
3. Develop and deliver screening and interviewing orientations; monitor, coordinate, train, and assign committee monitors; serve as an EEO committee monitor and resource for screening and interviewing committees; update screening and interviewing orientations regularly to emphasize importance of EEO employer practices in relation to student success.
4. Serve as Vice President, Human Resources designee on the District Equal Employment Opportunity Advisory Committee (EEOAC) providing leadership and guidance on EEO initiatives and best practices; create and conduct training for new EEOAC members and collaborate with the committee to develop and implement the EEO plan.
5. Provide leadership, vision and oversight for District strategies and processes for employee retention, employee development, advancement, knowledge transfer and succession planning.
6. Envision, develop, and implement new initiatives to advance healthy and resilient college efforts for District employees; designs, plans and deliver organizational culture training for all District employees.
7. Research, design and implement new outreach strategies and services for the diversification of faculty and staff. Partner with national educational institutions and external organizations to create pipelines for diverse talent.
8. Oversee stay interview and exit interview processes, identify practices that are barriers to positive employee experience, retention, development and advancement; recommend and implement potential employee experience and engagement solutions.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Advise, design, support and collaborate with the Professional Development Committee and the District to recommend, develop, schedule, and deliver relevant training programs. Responsible for planning, coordinating and executing the logistics related to Professional Development Activity days. May serve as Human Resources designee on the Professional Development Committee.
10. Participate in preparation of Board agenda items and create and deliver presentations related to assigned areas.
11. Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
12. Identify opportunities and implement strategies that encourage participation and motivate employee engagement within the District community. Evaluate, monitor, and assess the effectiveness of implemented strategies, adjust as needed to continually improve employee engagement Districtwide.
13. Stay current on industry trends and best practices, integrating new technologies and approaches to enhance the District's employee experience and development. Serve as the liaison for programs that facilitate employee experience, development and engagement throughout the District.
14. Direct the preparation and maintenance of narrative and statistical reports, records and files related to assigned activities; analyze data and prepare reports for applicant and employee demographics; prepare, maintain records and analyze data for adverse impact.
15. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
16. Participate in the development of assigned budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.

KNOWLEDGE OF:

1. Designing learning and professional development curriculum for employees
2. Planning, organization, coordination and implementation of professional development, training and diversity activities.
3. Principles and practices of Human Resources administration.
4. Equal Employment Opportunity best practices, methodologies and standards.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable Federal, State, and local laws, and District regulations, policies and procedures affecting equity, professional development, employment and employment practices.
8. Budget preparation and control.
9. Human Resources systems and programs.
10. Best practices in building organizational culture
11. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Provide visionary leadership that helps to influence an inclusive organizational culture.
2. Create equity-focused learning opportunities based on the needs of the District.

ABILITY TO – Continued

3. Represent the District on all matters related to assigned areas.
4. Maintain confidentiality of privileged and sensitive information.
5. Train, supervise and evaluate the performance of assigned staff.
6. Communicate effectively both orally and in writing; present information to individuals and groups.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.
15. Demonstrate sensitivity to, and respect for, a diverse population.

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 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:

Five years of increasingly responsible human resources leadership experience related to equitable hiring, EEO Plan development and implementation, onboarding, retention, strategic employee training and development.