

**TITLE: Vice President, Human Resources**

**CLASSIFICATION: Management Team – Classified Administrator**

**SALARY RANGE: 42**

**SCOPE OF POSITION:**

Under the direction of the Superintendent/President, this individual will provide overall leadership in the planning, organization, direction and implementation of a comprehensive human resources program for the District and provide oversight of the Human Resources department; collaborate with President's Cabinet to support and achieve the District's mission, goals, and initiatives; serves as the District's Compliance Officer, Title IX decision maker and Americans with Disabilities Act (ADA) Coordinator; may serve as the designee in the absence of the Superintendent/President; supervise and evaluate the performance of assigned staff; and foster a culture of collaboration, inclusion, mutual respect, innovation and continuous improvement throughout the District.

**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. Develops and implements effective, inclusive and equitable Human Resources policies, procedures, and systems.
2. Plans, organizes, directs, and implements a comprehensive human resources program that supports the mission of the District and its employees in the areas of recruitment and selection; benefits administration, including unemployment insurance and workers' compensation; compensation; classification; employee and labor relations; contract administration; human resources information systems; professional development; performance evaluation; employee health and safety; compliance and equal employment opportunity (EEO) and diversity/inclusion programs.
3. Directs and reviews effectiveness of employment services including recruitment efforts, selection processes, onboarding procedures, and retention efforts of District faculty and staff. Provides training in effective employment practices that incorporate strategies aimed at eliminating the impact of implicit bias throughout the process; provides information and support for retention of new employees; Prepares and presents reports to appropriate audiences detailing the impact of equity-focused employment practices.
4. Provides leadership with the formulation and development of college policies, procedures, and programs related to human resources; collaborates with senior administrators and constituent groups in the development of plans, strategies, goals and objectives of the District; develops and presents human resources-related policies, procedures and programs in response to legislation and District needs.
5. Advises and counsels the Superintendent/President and senior and executive management on policy, rules, regulations, labor union contract interpretation and negotiations, legal requirements, and impacts of legislation regarding issues pertaining to human resources.
6. Participates in classified and faculty collective bargaining negotiations and processes in accordance with policy direction from the Superintendent/President and the Board of Trustees; oversees the administration, interpretation and implementation of collective bargaining agreements for classified staff; interprets provisions of the negotiated contracts to ensure that employment-related actions are in compliance with labor agreements and applicable laws and regulations; may serve as the District's chief negotiator for the classified unit; handles the faculty grievance process for the District.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

7. Meets with individual employees and groups of employees to provide information, respond to questions, resolve issues, and receive feedback on a variety of work-related issues, concerns, problems or complaints; communicates and consults with legal counsel on litigation related to employment and other human resources matters; seeks advice from legal counsel on the interpretation of federal, state, and local laws and regulations as they pertain to human resources issues; advises the Superintendent/President of required responses to litigation and other legal matters.
8. Serves as the District's Compliance Officer, pursuant to Title 5 of the California Code of Regulations, for purposes of responding to complaints of unlawful discrimination; ensures District compliance with EEO requirements and appropriate regulations. Serves in an advisory capacity to the District's Equal Employment Opportunity Advisory Committee (EEOAC) to oversee the development and implementation of the District's EEO Plan; and promotes and implements equal employment opportunity (EEO) and diversity and inclusion programs.
9. Provides oversight of the District's Title IX program. May serve as a Title IX decision-maker for employee or student related cases.
10. Serves as the District's ADA Coordinator; chairs the District's Access Committee (DAC); develops the District's Transition Plan for persons with disabilities; oversees investigations or investigates and responds to allegations of discrimination regarding disability; and consults with other managers to develop solutions to evolving, emerging matters related to equity and access as needed.
11. Hires, directs, supervises and evaluates assigned staff; establishes standards of performance and methods of operation for the department; assigns and monitors workloads and projects; disciplines assigned staff according to established policies and procedures.
12. Provides leadership in the convening, charge and work of a variety of District-wide committees, councils, teams, task forces, and special events related to Human Resources; attends and chairs District-wide committees; represents the District in the community and at local, State and regional meetings; maintains liaison with appropriate government agencies and professional organizations; attends all meetings of the District's Board of Trustees; provides reports to the Board of Trustees as requested or required.
13. Oversees the budget for Human Resources programs and operations; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established policies and procedures; manages the accounts appropriately to ensure that the budget is balanced; identifies resources, and establishes a basis for accountability on behalf of the Human Resources department.
14. Serves as the custodian of records for personnel files for the District; protects confidentiality and follows privacy laws (HIPAA); directs the preparation of, or prepares records and reports related to personnel transactions, recruitment and selection, administration of employee benefits, workers' compensation/long-term disability, classification review, salary administration, EEO/staff diversity reports and other documentation.
15. Provides leadership in implementing the vision and oversight of the strategic plan and related efforts, including Program and Resource Planning Process (PRPP) annual and program review for the Human Resources department.

**KNOWLEDGE OF:**

1. Mission, goals, purpose, organization, operations, policies and procedures of public educational institutions.
2. Principles and practices of human resources management, public administration, collective bargaining in the public sector, and professional training and development, including hiring, supervision, training, performance evaluation, and disciplinary processes.
3. Recruitment and retention practices that align with diversity, inclusion, and equity values.
4. Student equity, retention, and success.

**KNOWLEDGE OF – Continued**

5. Local, State and Federal laws and regulations, including but not limited to the California Education Code, the California Code of Regulations, and EEO, ADA, Title IX laws as they pertain to human resources practices and procedures in California community colleges.
6. Human resources information systems including position control, salary placements, leave tracking and other personnel transactions.
7. Principles and techniques of job analysis and administration of position classification and compensation plans.
8. Community college accreditation standards and processes.
9. Participatory approaches to shared governance.

**ABILITY TO:**

1. Provide effective leadership in the various aspects of Human Resources, professional development, and compliance for employees of the District.
2. Apply the principles, methods and techniques of personnel and human resources management including interpreting, applying and explaining laws, policies and procedures governing the workplace at the District.
3. Select, assign, orient, train, supervise, counsel and evaluate the performance of assigned employees.
4. Direct and/or perform difficult and sensitive work requiring confidentiality, tact and diplomacy such as investigations and resolutions of unlawful discrimination and sexual harassment/sexual violence complaints; advise management on disciplinary hearings, procedures, and other personnel matters.
5. Analyze situations accurately and provide effective resolutions or alternatives to conflict between and among employees.
6. Establish and maintain effective working relationships with a wide variety of groups and individuals, including faculty, classified staff, administrators, employee group representatives, members of the public, and representatives of external agencies.
7. Develop and present clear and concise reports and presentations to a wide variety of groups in the College community and to professional groups or organizations.
8. Communicate effectively both orally and in writing.
9. Demonstrate sensitivity to, and respect for, a diverse population of community college students, faculty, and staff.

**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:*

Master's degree from an accredited college or university in personnel/human resources management, business, public administration, or related field; or combination equivalent to a Master's degree, AND

*Required Experience:*

Increasingly responsible experience in managing a human resources department.

*Preferred Experience:*

At least five years of increasingly responsible experience in managing a human resources department in a large, public sector setting.