

TITLE: Vice President, Human Resources

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 42

SCOPE OF POSITION:

Under the leadership of the Superintendent/President and in alignment with the District's goals, provides strategic leadership in planning, organizing, directing and implementing a comprehensive human resources program; serve on the President's Cabinet to support and advance the District's mission, goals, and initiatives; serves as the District's Compliance Officer and Americans with Disabilities Act (ADA) Coordinator; in collaboration with the District Title IX Coordinator, serves as Deputy Title IX Coordinator for employee related reports and complaints; may serve as the Superintendent/President designee in their absence; supervises and evaluates the performance of assigned staff; and fosters a culture of collaboration, inclusion, mutual respect, innovation and continuous improvement across 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 District's mission and employees in the areas of recruitment and selection; benefits administration, workers' compensation; compensation; classification; employee and labor relations; contract administration; human resources information systems; professional development; performance evaluation; compliance; and equal employment opportunity (EEO) and diversity/inclusion programs.
3. Directs and evaluates the effectiveness of employment services, including recruitment efforts, selection processes, onboarding procedures, and employee retention strategies. Oversee training on equitable hiring practices to eliminate implicit bias, support new employee retention, and presents reports on the impact of equity-focused employment initiatives.
4. Provides leadership in the development and implementation of District policies, procedures, processes 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, processes and programs in response to legislation and District needs.
5. Advises the Superintendent/President, Board of Trustees, and other constituents on policies, procedures, and issues related to assigned areas of responsibility while promoting equity, inclusion, and accessibility for the District's diverse community.
6. Advises the Superintendent/President and Board of Trustees in closed session on collective bargaining, employee discipline and discharge, and other matters within the scope of closed session topics; direct collective bargaining, and policy direction pursuant to Board action.
7. Participates in collective bargaining negotiations; oversees contract administration, interpretation and implementation; ensure compliance with labor agreements and employment related laws and regulations; may serve as the District's chief negotiator for units; handles the faculty grievance process for the District.
8. Engages with employees to provide information, address concerns, resolve issues, and receive feedback on work-related matters; consults with legal counsel on human resources matters, ensuring compliance with federal, state, and local laws and regulations.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Serves as the District's Compliance Officer under Title 5 of the California Code of Regulations, Provides oversight of the District's program and processes related to employee matters, including but not limited to grievances based on discrimination of a protected status; investigating complaints and developing and overseeing responses to complaints of unlawful discrimination. Additionally, works in collaboration with the Title IX Coordinator to investigate and resolve grievances that include employees.
10. 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.
11. Serves as the District's ADA Coordinator; develops and oversees the implementation of the District's Transition Plan for persons with disabilities; investigates and responds to disability discrimination allegations; and advises on equity and access-related issues.
12. Hires, supervises, and evaluates assigned staff; establishes performance standards, assigns and monitors workloads; administers disciplinary actions in accordance with collective bargaining agreements and District policies and procedures.
13. Provides leadership to District-wide committees, councils, task forces, and special initiatives related to human resources; represents the District in the community and at State and regional meetings; liaises with appropriate government agencies and professional organizations; provides reports to the Board of Trustees as needed.
14. Oversees assigned budget; monitors financial data; authorizes expenditures in accordance with established policies and procedures; ensures fiscal accountability; identifies resources and establishes a basis for accountability on behalf of the Human Resources department.
15. Serves as the District custodian of records for personnel files, ensures compliance with confidentiality requirements and privacy laws; oversees the preparation and maintenance of records and reports related to personnel transactions, benefits administration, leaves, classification, salary administration, EEO compliance and other assigned functions. 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 assigned areas.
16. Work collaboratively and professionally with faculty, staff, students, and constituents from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
17. Promotes a culture of inclusion, diversity, equity, anti-racism, and accessibility; promote staff diversity, address equity gaps, and create an inclusive environment within assigned areas of responsibility.
18. Lead other operational areas and perform related duties as assigned.

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.
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.

KNOWLEDGE OF – Continued

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. Analyze situations accurately and provide effective resolutions or alternatives to conflict between and among employees.
5. 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.
6. 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.
7. Communicate effectively both orally and in writing.
8. 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 human resources, business management, public administration, psychology or field related to the assigned areas of responsibility or a Juris Doctorate, AND

Required Experience:

Six years of increasingly responsible supervisory or management experience related to the duties of this position and two years in an administrative capacity.

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

Preferred Experience:

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