DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general direction of the Associate Vice President of Human Resources, plan, organize, control and direct District-wide Human Resources operations and activities including recruitment and on-boarding of new employees, staff development and professional growth, employee record-keeping, contract administration, and labor relations; coordinate and direct personnel, resources, communications and information to meet district needs; and supervise and evaluate the performance of assigned personnel.

The Director of Human Resources is a management position. The incumbent directly assists the Associate Vice President of Human Resources in human resources operations matters. The incumbent must have strong management, follow through and communication skills, understand and promote the connection between human resources functions and student learning and institutional effectiveness outcomes, understand and work with broad concepts as well as specificity, attend to fine details of policies, laws, and contracts, for example, and exercise discretion and judgment and maintain confidentiality.

TYPICAL DUTIES

Essential Functions:

- Plan, organize, control and implement District-wide Human Resources operations and activities including recruitment, staff development and professional growth activities, benefits administration, employee record-keeping, contract administration, and assist with labor relations; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures;
- Coordinate and direct personnel, resources, communications and information to meet district needs; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies;
• Coordinate the workflow in Human Resources to ensure meeting of timelines and accuracy;
• Assist the Associate Vice President to provide consultation and technical expertise to administrators, faculty, staff, the public and others concerning Human Resources operations and activities; development and revision of job descriptions, respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, benefits, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies;
• Plan and coordinate the recruitment, selection, and on-boarding of all District employees; develop recruitment guidelines and other related processes to ensure equal opportunity and diversity in the appointment, promotion, transfer, reassignment, retention and termination of employees; assure the fair, consistent, efficient, and objective interpretation and application of human resources policies and procedures;
• Facilitate requests by employees and supervisors for American Disabilities Act workplace accommodations;
• Oversee and ensure that the Workers’ Compensation services for employees, preparation of claims, reports and related documents are prepared in a timely manner;
• Coordinate the District’s Return to Work Program for industrial and non-industrial leave of absences;
• Direct the contracting and administration of employee health and welfare benefit programs to include medical, dental, vision, life, and disability plans for eligible personnel; evaluate and make recommendations for plan modifications, alternate providers and benefit structure; assure compliance with applicable laws and policies; direct the administration of the District’s COBRA benefit program; administer the District’s workers compensation benefit program; facilitate communication and education of employee organizations;
• Develop and maintain a comprehensive classification plan for positions within the District; conduct studies related to compensation, benefits, and classification of positions in the District; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; gather, analyze, and interpret compensation and benefits data;
• Plan, organize, and administer the preparation and maintenance of personnel records, files, and data as required by State and federal laws and regulation, as well as District policies and procedures; develop appropriate records storage and retention systems and schedules; assure adequate documentation related to employee selection, promotion, and separation;
• Select, assign, orient, train, supervise, counsel, discipline, and evaluate, according to prescribed schedules, the performance of direct subordinates; appropriately delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance of assigned personnel; plan, coordinate, and arrange for appropriate training of department personnel;
• Evaluate, recommend, and implement techniques to improve department policies and practices, increase efficiency and keep abreast of current trends and practices in the field of community college human resources administration;
• Lead or participate in District or College committees, initiatives, teams, or ad-hoc groups; responsible and accountable for completion of assigned tasks when serving on such
POSITION TITLE: Director of Human Resources

- Recommend, plan, design, and implement training sessions for employees throughout the District organizational structure and geographic location as needed; plan, schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions;
- Assist the Associate Vice President to plan, organize, prepare, or direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; plan, organize, and present a variety of written and oral reports to the Board of Trustees, Superintendent/President, District Management Team and other District constituent groups; and
- Perform other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

Required
- Equal Employment Opportunity regulations;
- Wage and salary administration, job analysis and job description, work performance evaluation and discipline; and
- Principles of supervision.

Preferred
- Knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees;
- Knowledge of regulations pertaining to Title IX compliance;
- Knowledge of payroll laws and practices;
- Experience working with an integrated software system;
- Knowledge and Experience with Industrial Injury and Illness (Workers' Compensation Insurance) laws and practices; and
- Knowledge of ACCJC Accreditation standard IIIA, Human Resources.

Ability to:

- Grasp concepts and facilitate process development and implementation, and problem resolution within regulatory parameters;
- Listen, grasp, recall, and work with detail, including but not limited to laws and regulations, contractual provisions, policies and procedures;
- Work with interruptions, constant deadlines, and multiple assignments simultaneously;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
Physical ability to:
- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

QUALIFICATIONS

Education Required:
Required
- Baccalaureate degree from an accredited institution preferably in human resources management, industrial relations, public administration, or business administration preferred

Preferred
- Masters degree in one of the above;
- Coursework or professional training in contract implementation, and conflict resolution. Job experience may be considered equivalent.

Experience Required:

Required
- Five years progressively responsible experience in human resources, labor relations, or related educational administration.

Preferred
- Management level experience in a Human Resources setting;
- Community College experience;
- Educational agency experience;
- Experience in training, investigations and negotiations desired;
- Management level experience directing a program involving the implementation of laws and regulations, supervision, and budget administration; required experience and an applicable master's degree may be considered equivalent to preferred experience.

Other Required or Preferred Qualifications:

License and Certificates (current within the last year):
Required
- Valid driver's license and eligible to obtain California driver's license upon hire.
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)