



Position: Director of Human Resources	Position Number:
Department/Site: Human Resources/EEO	FLSA: Exempt – Administrative (Classified Management)
Reports to: Vice President of Human Resources and EEO	Salary Range: V

DEFINITION

Under the direction of the Vice President of Human Resources/EEO, oversees the District's compliance efforts of federal, state and local regulations and mandates, including Board Policies and Procedures; provides support to administrators, faculty and staff on employer/employee relations and human resources matters; provides highly responsible and complex administrative support to the Vice President of Human Resources and EEO; assists in the overall management, coordination, and supervision of human resources and labor relations functions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the Vice President of Human Resources/EEO. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general and direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates in all Human Resources activities. The incumbent is responsible for designing and implementing structures and process to ensure the District follows federal, state, local regulations and mandates. The incumbent assists the Vice President of Human Resources/EEO in organizing, supervising, leading and performing human resources services in the areas of employee recruitment, selection, employment, job classification, and compensation, labor relations, risk management, record keeping, Board agenda, and human resources information systems. Successful performance of the work requires knowledge of relevant federal, state, and local regulations.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the implementation and maintenance of compliance programs and initiatives designed to ensure adherence with all applicable Human Resources related legal, regulatory, and compliance requirements, as well as mitigate loss and protect the District.
- Develops recommendations on a variety of matters relating to the policies and/or operational procedures in the areas of non-discrimination, harassment, and mandated employee training requirements consistent with federal and state requirements, and District policies.
- Coordinates with District staff to develop, implement, and manage the full-range of comprehensive employment compliance, diversity, and equity programs including educational programs on employment diversity and nondiscrimination, and general professional development topics.
- Provides recommended changes to and maintains all employee handbooks; reviews employee handbooks for legal compliance and assist with disseminating compliance-related policies and procedures to employees.
- Maintains currency of required training pertaining to requirements for colleges related to Title IX, sexual harassment, and other related trainings.
- Provides support to District administrators, faculty and staff to resolve employee issues including disciplinary actions, performance concerns, harassment or discrimination complaints, and implementation of grievance resolutions.
- Assists with investigations, preparation of draft findings.

- Implements protocols for internal and external complaints or allegations regarding unlawful discrimination, harassment, and/or retaliation, including complaints from students.
- Working in collaboration with District staff through the participatory governance and/or collective bargaining process, develops and revises human resources procedures and related forms and identifies departmental problems and implements solutions in compliance with federal, state, and District requirements.
- Develops and maintains databases to ensure compliance with required trainings.
- Collaborates and assists with developing and administering the District's Equal Employment Opportunity Plan in accordance with Title 5.
- Plans, organizes, supervises, and participates in development and maintenance of job descriptions, departmental change processes, salary schedules, selection, and employment procedures.
- Plans, assesses, and evaluates the support services required for implementing and coordinating all aspects of the District's selection procedures for recruitment and employment, including establishment and effective maintenance of a web-based application system.
- Develops and implements procedures for processing and maintaining records for minimum qualifications for hire and faculty service areas for academic personnel.
- Develops, coordinates, and supervises the maintenance of personnel records. Coordinates the development and maintenance of the human resources information system.
- Supervises and performs personnel actions including employment, transfers, classification or salary changes, promotions, resignations, retirements, terminations, and other personnel actions as required.
- Assists management personnel with administrative and technical personnel issues, collective bargaining agreements, effective problem resolution, and other personnel matters in areas of responsibility.
- Consults and participates in the development and implementation of effective and bias-free recruitment and screening procedures for all employees; ensures compliance with state and federal legal requirements; and ensures Equal Opportunity employment for the District.
- Coordinates the recruitment, selection, job classification, compensation, personnel action, labor relations, and other areas of responsibility to ensure compliance with federal, state, and local law, as well as Board policy and District procedures.
- Assists in resolving employee disciplinary matters and grievances as required.
- Assists in the preparation of reports for internal use and for external federal and state agencies, including statements, findings, conclusions, and recommendations, and depending on the nature of the report, provides background information for use by external investigators or legal counsel in areas of responsibility or as assigned.
- Serves as liaison for the District to various agencies and governmental units; responds to inquiries and provides confidential data and analysis as required; assists in internal and external auditing processes by providing confidential data and reports; responds to questions and retrieves documents as required in areas of responsibility or as assigned.
- Assists with the development, revision, interpretation, and administration of personnel-related Board policies and administrative procedures.
- Coordinates, assists, and participates in the development, preparation, and maintenance of human resources information for employee handbooks and other administrative publications (print and web).
- Prepares agenda items for human resources matters for Board of Trustees and memoranda of Board action to employees after Board action.
- Develops and supports employee orientations and coordinates comprehensive in-service workshops on human resources policies, practices and procedures for administrators and staff. Facilitates group processes for problem solving, in-service training team-building and communications.
- Participates in the design, development and implementation of professional development programs.
- Participates in labor negotiations, and assists with the preparation and administration of collective bargaining agreements.
- Ensures accuracy of internal and external print and online publications related to the areas of responsibility.
- Participates in external organizations and/or other activities for professional development in the human resources/labor relations fields.
- Maintains current knowledge and skills related to duties and responsibilities.
- Develops and monitors department budget and maximizes financial resources.

- Participates on committees, task forces, and special assignments.
- Anticipates, prevents and resolves conflicts and problems under areas of supervision.
- Assists with budget development and monitoring.
- Prepares a variety of correspondence and analytical reports.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- College accreditation procedures, practices, and standards.
- Principles and practices of technology and software use for databases.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques of human resources management in a public agency setting, including the interpretation of laws, regulations, policies, and procedures.
- Technical, legal, financial, and public relations problems and issues associated with the management of human resources programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of human resources programs and administrative activities.

- Conduct effective negotiations and effectively represent the District and the division in meetings with unions, governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

Education and Experience:

- A bachelor's degree in human resources management, organizational leadership, public or business administration, law, or a related field from a college. Master's degree preferred.
- Four (4) years of administrative leadership experience appropriate to the assignment.
- Work experience in higher education highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.