



El Camino College

Director, Human Resources



THE POSITION

Under the direction of the Vice President, Human Resources, administers academic and classified personnel functions and services, supervises staff and assumes primary responsibility for the Human Resources Department in the absence of the Vice President. As a team, the Human Resources staff works together to create a campus community that emphasizes respect, integrity, diversity and excellence.

ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Berkeley. El Camino College is regularly among the top three community colleges in Southern California for students admitted to UCLA via the Transfer Alliance Program. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campuswide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

DIRECTOR, HUMAN RESOURCES

Division: Human Resources
Posting Closing Date: July 20, 2017
Req: C1617-050
Location: El Camino College
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

- Provide assistance and consultation to managers and employees on a variety of issues, including those of a sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules, and regulations.
- Assist with the administration of personnel programs to ensure compliance with applicable laws, codes, policies, procedures, and sound personnel management practices.
- Administer the recruitment, selection and employment program for academic and classified personnel.
- Administer the District's performance evaluation programs.
- Manage the records and Human Resource Information System functions; assure compliance with personnel records retention requirements; and develop and design reports as necessary.
- Administer personnel functions such as employee leave programs, benefits, ADA/disability and interactive processes.
- Assist with the administration of compensation and position classification issues.
- Provide counsel and direction for supervisory and management training.
- Assist the Vice President, Human Resources with matters concerning employer-employee relations, contract management, and employee organizations; serve on the District's negotiating teams.
- Provide counseling to employees concerning personnel matters; investigate, respond to and resolve complaints from employees.
- Participate in training workshops for classified personnel, faculty members and administrators on personnel-related topics.
- Monitor state unemployment insurance procedures for personnel.
- Support and promote compliance with the District's diversity and equal employment policies.
- Participate in the collegial consultation process through service on planning and/or operations committees and task forces; attend meetings of appropriate District, College and employee functions.
- Assign and review the work of assigned staff; assist in the hiring and evaluation of Human Resources Department staff, and assist in the overall operation of the Human Resources Department.
- Initiates/assists with the development and implementation of new or revised procedures, forms and systems.
- Assist in the preparation and monitoring of the Human Resources Department budget.
- Perform related duties, as assigned.



REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, laws and trends of public human resources administration.
- Job analysis and evaluation methodologies.
- Principles of sound employer/employee relations and practices.
- Equal opportunity employment guidelines, laws, regulations and practices.
- Benefits program administration.
- District organization, operations, policies and objectives.
- Computer operation.

ABILITY TO:

- Assist in the development, direction and coordination of human resources policies, programs and services.
- Interpret and apply a variety of rules, regulations, policies, and guidelines including federal and state legislation and California Education Code.
- Analyze problems.
- Effectively counsel and assist staff, faculty, administrators, and the general public.
- Assist with employee benefits, records management, classification and compensation.
- Communicate effectively both orally and in writing.
- Evaluate candidate qualifications and academic transcripts.
- Review and analyze data and make recommendations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Assign and review the work of others.
- Work independently with little direction.
- Interact with others using tact, patience and courtesy.
- Train and evaluate staff.
- Use personal computer and operate standard office equipment with proficiency.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: bachelor's degree in human resources, business or public administration or a related field and four years of professional human resources experience, including at least one year in a lead or supervisory capacity.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.
- Public sector experience is preferred.

DESIRABLE QUALIFICATIONS:

PERSONAL QUALITIES

- Well-rounded background in all aspects of human resources.
- Strong background (or Direct experience) in administering ADA/disability and interactive processes.
- Experience developing and maintaining policies and operating procedures.
- Ability to navigate diverse personalities and department and job level issues and priorities.
- Experience working in a community college or educational environment.
- Technology acumen and vision.

WORKING CONDITIONS

- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.

COMPENSATION AND BENEFITS

SALARY RANGE: \$114,089 – \$132,276

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.



CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application:
https://elcamino.igreentree.com/CSS_Classified/CSSPage_Welcome.asp
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: July 20, 2017

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

**El Camino College
Human Resources Department**
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

