

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIRECTOR-HUMAN RESOURCES**

#### **BASIC FUNCTION:**

Under the direction of the Vice President, Human Resources, administers academic and classified personnel functions and services; supervise staff and assume primary responsibility for the Office of Human Resources in the absence of the Vice President.

#### **REPRESENTATIVE DUTIES:**

Provide assistance and consultation to managers and employees on matters, 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 ~~or~~ 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; 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 the State unemployment insurance procedures for personnel.

Support and promote compliance with the District's diversity and equal employment.

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 office staff, and assist in the overall operation of the Human Resources Office.

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 office budget.

Perform related duties, as assigned.

**KNOWLEDGE AND ABILITIES:**

**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 resource 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:**

Any combination equivalent to: bachelor's degree in human resources, business or public administration or a related field and four years professional human resource experience including at least one year in a lead or supervisory capacity.

Must be sensitive to and have understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

Public sector experience is preferred.

**WORKING CONDITIONS:**

Must be able to adapt to changing situations.

Work under pressure.