



El Camino College
invites applications for

Vice President, Human Resources



THE POSITION

We are seeking an innovative, proactive, dedicated and visionary leader who can shape the future of the El Camino Community College District human resources department.


The El Camino Community College District Vice President of Human Resources/Assistant Superintendent is a senior leadership position, responsible for all aspects of human resources management and organizational development. The Vice President works in collaboration with faculty, administrators and staff to anticipate and successfully meet the needs of the college and the diversity of students/communities it serves. The Vice President is responsible for assessing, planning, implementing and evaluating the human resources programs and services needed to support the college and its employees. The Vice President serves as an advisor and internal consultant to the college and its constituents in all aspects of human resources services and programs.

The ideal candidate is a human resources leader with a vision for the human resources function within a large, complex educational institution. The successful candidate must be an accomplished professional with demonstrated leadership skills and commitment to excellence in human resources, reflective of the District's mission, values and goals.



 **99**
**DEGREE
PROGRAMS
OFFERED**

83 
**CERTIFICATE
PROGRAMS
OFFERED**

 **2,463**
**DEGREES AWARDED
IN 2015-16**

MORE THAN
1,300 
**FULL- & PART-TIME
FACULTY**

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.

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 \$1.4 million 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.



The next Vice President/Assistant Superintendent of Human Resources will demonstrate:

ORGANIZATIONAL LEADERSHIP

- Advocacy for effective human resources policy development, review and implementation.
- Commitment to empowerment, equity and diversity among all employees.
- Proactive leadership in developing appropriate performance standards for the department in determining the effectiveness of human resource programs and services.
- Responsible and effective administration of internal departmental management in the areas of fiscal control and budget.

COLLABORATION

- Committed adviser and internal consultant to the College and its constituents in all aspects of human resources services and programs.
- Leadership in collaboration with campus administration to define effective marketing and recruitment programs and strategies to fund them.
- Supervision of the District's professional development activities and programs and the use of professional development and staff diversity funds.

INNOVATION

- Advocacy and support for the use of innovative ways to address recruitment, selection, development and evaluation of all employees, including technology.
- Leadership in defining and establishing campus human resources policies and collective bargaining parameters that anticipate changing workforce directions and trends, and respond to dynamics and change.
- Management practices that continuously improve the human resources system and critical human resources

process of the District.

- Understanding of and currency relative to human resource ideas, trends and practices.

DIVERSITY

- Support current and new programs and services to address needs of the College.
- Leadership in District efforts to hire and retain talented and diverse faculty, staff and administrators who reflect the District's service area.
- Direction in providing opportunities to achieve high standards of performance.

COMPLIANCE

- Coordinate and manage the District's health and welfare benefits program.
- Oversee the District's response to employee discipline and grievances and manage all levels of the grievance process.
- Serve as, or work with, the chief negotiator for the District in contract negotiations with bargaining teams representing labor unions.
- Monitor adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements.
- Prepare and render legal opinions for District administration on various legal issues including, but not limited to, collective bargaining, labor relations and employee discipline.
- Maintain current knowledge of legal developments and provide counsel regarding the impact on District obligations.
- Serve as custodian of District personnel records.



REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Laws, rules and regulations pertaining to California Community Colleges.
- Principles of staff and management operations applicable to a major organizational unit.
- The Public Employee Relations Act, the unit collective bargaining contracts, provisions of the Education Code, Title IX and Title V regulations.
- Principles and practices of public personnel administration and legal affairs.
- Community college philosophy, objectives, organization, functions and services.
- Methods and techniques of legal research, analysis, decision making, and report preparation.
- Advanced oral and written communication skills.
- Computers and computer applications that support information management systems.

ABILITY TO:

- Establish goals and develop a strategic plan with identifiable outcomes, measures and implementation schedule.
- Collaborate with campus leadership to define comprehensive development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the College.
- Provide comprehensive strategic human resource and workforce leadership in support of the organization's overall vision, mission and objectives.
- Manage a major organizational element of a community college in an effective and prudent manner.
- Implement general directives and Board policies in the assigned areas of responsibility.
- Interpret new and revised laws, rules and regulations, and advise District management of resultant problems and necessary actions.
- Direct the activities and provide effective leadership for the Human Resources Department.
- Apply the provisions of the Public Employee Relations Act.
- Exercise critical and independent judgment.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Possess a master's degree from an accredited institution, preferably in the area of human resource management or a related field.
- Five or more years of recent and progressively responsible experience at the management level related to the field of human resources.
- Sensitivity to and an understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

DESIRABLE QUALIFICATIONS:

PERSONAL QUALITIES

- Three or more years of recent community college-level experience preferably in the area of Human Resources.
- Exceptional communication and collaboration skills to address human resources issues and related institutional challenges.
- Proven leadership in the development, evaluation, and improvement of human resources services.
- Technology acumen and vision.

WORKING CONDITIONS

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

COMPENSATION AND BENEFITS

SALARY RANGE: \$153,350 - \$201,750

- 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_academic
2. Cover letter describing how applicant meets the qualifications.
3. Resume 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: March 3, 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 CONFIDENTIAL INQUIRIES, CONTACT:

Community College
Search Services
Mr. John Romo
805-698-7987
romojb@gmail.com

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources Department
Martha Lopez
310-660-3593, Ext. 5809
melopez@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.

