



JOB TITLE: VICE PRESIDENT – HUMAN RESOURCES/ASSISTANT SUPERINTENDENT

Classification: Classified Administrator
Salary Range: 1

Retirement Type: PERS*
Revised/Board Approved: February 26, 2018

BASIC FUNCTION:

Under the direction of the Superintendent/President, plans, organizes, directs and controls the functions of the Human Resources department. This position is responsible for reviewing and improving personnel procedures and policies and developing positive labor management relations with organized bargaining units; overseeing and monitoring employee benefits programs, equal employment opportunity/diversity, and professional development; managing employee disputes and supervising litigation; supervising and evaluating the performance of assigned personnel. This position is also responsible for advising District Administrators on personnel legal issues.

REPRESENTATIVE DUTIES:

Advocate for effective human resources policy development, review and implementation.

Interact with internal campus leadership in seeking input as well as recommending and implementing solutions to human resources issues in policy setting and strategic direction.

Define and establish campus human resources policies and collective bargaining parameters that anticipate changing work force directions and trends, and respond to dynamics and change.

Develop and continuously improve the human resources system and critical human resources process of the District.

Seek innovative ways to address recruitment, selection, development and evaluation of all employees.

Collaborate with campus leadership to define effective marketing and recruitment programs and strategies to fund them.

Be responsible for the effective administration of internal departmental management in the areas of fiscal control and budget.

Develop appropriate performance standards for the department for determining the effectiveness of human resource programs and services.

Ensure District compliance with federal and state laws and Board policies related to personnel management and employer/employee relations.

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.

Oversee the District's professional development activities and programs and oversee the use of professional development and staff diversity funds.

Serve as custodian of District personnel records.

Maintain an understanding of and currency relative to human resource ideas, trends and practices.

Perform other duties as the Superintendent/President deems necessary.

JOB QUALIFICATIONS:

Education and Experience:

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 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.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

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.

Abilities/Skills:

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.

WORKING CONDITIONS:

ENVIRONMENT:

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

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.