

**VICE CHANCELLOR OF HUMAN RESOURCES
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Overall responsibility to the Chancellor for all aspects of District Human Resources and employer-employee relations. Provides supervision for assigned managers in the Human Resources and Risk Management departments. Serves as the District's Equal Employment Opportunity Officer, Title IX Coordinator and ADA/504 Coordinator and provides leadership for district-wide professional development programs. Recommends and executes board policy, rules, and regulations of the District and performs other duties as assigned by the Chancellor. Serves as a member of the Chancellor's Cabinet and provides effective counsel and support for all matters affecting District operations.

SPECIFIC RESPONSIBILITIES

HUMAN RESOURCES

- Provides District-wide leadership for Human Resources planning and policy development.
- Promotes the principle of diversity in employee recruitment, retention, and advancement practices. Fosters and advances diversity through hiring pools, outreach activities, and professional development.
- Advises the Chancellor, District managers and responsible employees regarding the interpretation and application of laws, policies and regulations affecting academic and classified personnel, and recommends appropriate new/revised personnel policies and regulations.
- Oversees procedures for recruitment, hiring, promotion, job classification, layoff, discipline, salary placement and advancement and ensuring the timely evaluation of employees.
- Provides for the orientation of new employees and for the on-going professional development of faculty and staff.
- Administers collective bargaining agreements as well as individual employment agreements.
- Serves as the District's chief labor negotiator and oversees the processing and resolution of grievances.
- Provides for the on-going training of District managers in areas related to effective human resources management and employer-employee relations.
- Ensures District-wide compliance with all legal requirements related to equal employment opportunity and discrimination. Consults with both special and general counsel on contract issues, litigation and compliance issues.

RISK MANAGEMENT/EMPLOYEE BENEFITS

- Oversees the District's Risk Management department including all aspects of employee benefits, worker's compensation and property/liability insurance.
- Oversees the investigation, processing and response to complaints of discrimination and harassment. Mediates employee grievances; represents the District in grievance hearings; directs disciplinary actions; intervenes in supervisor/employee relation problems. Receives, investigates, and seeks to resolve employee and student complaints of unlawful discrimination and harassment.
- Interfaces with cognizant agencies such as the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights.
- Consults with legal counsel, as necessary, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.

**VICE CHANCELLOR OF HUMAN RESOURCES
JOB DESCRIPTION (Cont'd)**

OTHER PROFESSIONAL RESPONSIBILITIES

- Provides leadership for District-wide committees and task forces related to Human Resources.
- Serves as a resource for the interpretation and application of state and federal laws and regulations, board policies and regulations, and provisions of collective bargaining agreements.

REQUIRED SKILLS AND QUALIFICATIONS

MINIMUM QUALIFICATIONS

EDUCATION:

An earned Master's degree from an accredited college or university with major course work in human resources management, public administration, labor relations, law or other related field.

EXPERIENCE:

Five (5) years of increasingly responsible and varied experience in administering a full range of human resources management programs in a public sector setting, including employment, employer/employee relations, staff training and development, classification and compensation, and negotiating collective bargaining agreements. Demonstrated ability to promote and foster the principle of diversity in employee recruitment, retention, and advancement practices.

DESIRABLE QUALIFICATIONS:

- Experience in performing work as described above in a California public education environment is highly desirable.

REQUIRED SKILLS:

- Ability to establish and maintain effective working relationships with staff at all levels within the organization.
- Ability to effectively communicate complex and detailed concepts to all college groups including administrators, faculty, classified, and the Board of Trustees.
- Ability to understand the organizational complexity of a multi-college District.
- Ability to resolve personnel conflicts and personnel disputes in a timely manner.
- Ability to negotiate Collective Bargaining Agreements with employee representatives.
- Ability to investigate, evaluate and recommend resolutions to grievances, claims and complaints.
- Ability to interpret and analyze data and apply laws, rules, regulations and policies.
- Ability to compile data and prepare reports.
- Ability to effectively use and participate in shared decision making through the District's Shared Governance structure.
- Ability to understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities.
- Develop services and programs to support the development and advancement of employees.
- Provide sound and responsive service to both internal and external entities and personnel.
- Consults with legal counsel, as necessary, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.