



VICE CHANCELLOR HUMAN RESOURCES



APPLICANT SEARCH

2323 N. Broadway, Santa Ana, California 92706-1640 • (714) 480-7300

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Dr. Tina Arias Miller • David Crockett • John R. Hanna • Zeke Hernandez • Sal Tinajero • Daisy Tong • Phillip E. Yarbrough

RSCCD Chancellor: Marvin Martinez



DISTRICT OVERVIEW

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for over 50 years. The District, encompassing a service area of several major communities, including Santa Ana, Orange, Garden Grove, and Anaheim Hills, has a population of over 700,000 residents, representing approximately 25 percent of Orange County's total area. A bond measure approved in 2012 allocated \$198 million to the District in the effort to renovate and construct several facilities, particularly for Santa Ana College, including the campus' Johnson Student Center. Analyzing its impact on the total Orange County economy in fiscal year 2020-21, amounted to \$2 billion, translating to the support of over 20,000 jobs in the area.

What the District provides students every year is the ability to enhance their personal and professional lives in innumerable ways. In 2023 alone, the District awarded 9,567 degrees and certifications to students across its two colleges. RSCCD also worked with 3,200 students in the same year to achieve transfer credits to the University of California and California State University systems through successful pathways programming. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

MISSION STATEMENT

The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.



VICE CHANCELLOR, HUMAN RESOURCES JOB DESCRIPTION

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE

An earned Master's degree from an accredited college or university in a field or subject area that reasonably relates to the skills, knowledge, and abilities required for the successful completion of the position job duties and responsibilities. Five (5) years of increasingly responsible and varied experience in all facets of human resources functions.

POSITION OVERVIEW

The Vice Chancellor, Human Resources, directs, scales and innovates all facets of the Human Resources function including talent strategy/development, organizational design, employee relations, equal employment opportunity, workplace investigations, labor partnership, total rewards, risk management, community learning, wellness, and workforce equity/belonging. The Vice Chancellor provides innovative and entrepreneurial leadership and strategy to nurture, change manage, develop, build and align Human Resources towards organizational mission/values, community resilience, and empathy. The Vice Chancellor serves as the District's Equal Employment Opportunity Officer, Chief Negotiator, Title IX Coordinator and ADA/504 Coordinator.

REPRESENTATIVE DUTIES

1. Leads, establishes, and sustains a culture of innovation, care, collaboration, and effective communication by innovating strategic initiatives and implementing personnel policies that support the mission of student success and the community well-being.
2. Establishes and implements Human Resources efforts that effectively communicate and support the District's mission and strategic vision.
3. Evaluates and enhances existing Board Policies, Administrative Regulations, and related policies and procedures.
4. Ensures that the principles of inclusion, diversity, equity, and belonging are embedded within aspects of Human Resources.
5. Fosters and advances diversity through hiring pools, outreach activities, and professional development.
6. Serves the District community by advising on interpretation and application of laws, policies, and regulations affecting academic and classified personnel.
7. Establishes and innovates on employee onboarding and lifecycle.
8. Negotiates and implements labor and employment agreements.
9. Leads, assesses, and mentors team members to ensure excellent day-to-day operations and inspire creativity.

10. Builds and sustains a performance-based culture focused on setting measurable objectives, engendering accountability, and delivering consistent feedback.
11. Develops and implements comprehensive total rewards packages that are competitive and cost-effective for the District.
12. Liaisons with the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights as the District's administrator overseeing all EEO, Employee Relations, and Title IX affairs.
13. 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 and management services.
14. Provides leadership for District-wide committees and task forces related to Human Resources.
15. Serves as a resource for the interpretation and application of state and federal laws and regulations, board policies, and provisions of collective bargaining agreements.
16. Performs other duties as assigned.

APPLICATION PROCESS

This is a confidential search process. To ensure full consideration, application materials should be received no later than Wednesday, March 6, 2024, by 5:00 p.m. Visit www.rscdd.edu/VCHRSearch to apply.

Candidates will need to have the following information or materials available to complete the application:

1. Complete an electronic application form.
2. A letter of application, three pages or less citing specific examples of experience that demonstrate the knowledge, skills, and ideal characteristics necessary for this position.
3. A current resume.
4. Eight (8) references from current or former employment settings.
5. Academic Transcripts (unofficial copies are accepted)

References should include: two supervisors, two direct reports, two employee group leaders, and two peer administrators. The following information for each reference must include name, title, relationship with the applicant, address, preferred phone, and email contacts. Any references in addition to the required eight (8) will be disregarded. Note that references will only be contacted for finalists, along with any other individuals able to assess the applicant's suitability for the position, as identified by those assigned to conduct background investigations.



For additional information, nominations, or confidential inquiries please contact:

Alan N. Crist, Ph.D.

AGB Search - Executive Search Consultant
608-695-0217
al.crist@agbsearch.com

Pamela Krepchin

AGB Search - Executive Search Consultant
415-307-4796
pam.krepchin@agbsearch.com

HIRING PROCESS TIMELINE

It is anticipated that the screening activities will be conducted as follows:

- **Week of March 11:** Screening Begins
- **Week of April 29:** Initial Interviews
- **Week of May 13:** Final Interviews with Chancellor
Marvin Martinez
- **July 01, 2024:** New Vice Chancellor of Human Resources assumes office

All inquiries, nominations, and applications will be held in strict confidence. Travel reimbursement is available to those meeting established district criteria.



Apply today at: www.rsccd.edu/VCHRSearch



RSCCD is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To receive this information in a different ADA accessible format, please contact Mary Law. law_mary@rsccd.edu

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