



Rancho Santiago Community College District
District Council Meeting

October 4, 2021

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/96870525893>

669-900-6833 / 968 7052 5893

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at gerard_debra@rscsd.edu to obtain passcode.

Agenda

- | | |
|---|----------|
| 1. Call to Order | Martinez |
| 2. Approval of Minutes - ACTION | Martinez |
| a. August 30, 2021 Meeting | |
| 3. Approval of Human Resource Items – ACTION | Hou |
| a. Job Description – Assistant Vice President, Student Services (NEW) | |
| b. Reorg #1231 – DO/Human Resources | |
| 4. Committee Reports – INFORMATION | |
| a. Planning & Organizational Effectiveness Committee | Perez |
| b. Human Resources Committee | Hou |
| c. Fiscal Resources Committee | Ingram |
| d. Physical Resources Committee | Ingram |
| e. Technology Advisory Group | Gonzalez |
| 5. Constituent Representative Reports - INFORMATION | |
| a. Academic Senate - SAC | Isbell |
| b. Academic Senate - SCC | Rutan |
| c. Classified Staff | Martin |
| d. Student Government - SAC | Luna |
| e. Student Government – SCC | Neely |

Next Meeting: November 1, 2021



Rancho Santiago Community College District District Council Meeting

MINUTES

August 30, 2021

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Marilyn Flores	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Susan Hoang	Absent
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Julio Luna	Present
	Elisabeth Neely	Present
Guests:		
	Adam O'Connor	
	Jennifer De La Rosa	
	Rudy Carrion	

1. Call to Order

- a. Vice Chancellor Enrique Perez convened the meeting via Zoom Conference at 1:32 p.m.

2. Approval of Minutes

- a. It was moved by Dr. Flores, seconded by Mr. Hou and, by roll call vote, carried to approve the minutes of the August 2, 2021 meeting with abstentions by Ms. Zarske and Ms. Edwards.

3. Approval of 2021-2022 Adopted Budget
 - a. Ms. Ingram presented an overview of the adopted budget which is being recommended by the Fiscal Resources Committee. The adopted budget will be placed on the September 13, 2021 board meeting agenda for approval.
 - b. It was moved by Mr. Rutan, seconded by Ms. Ingram, and, by roll call vote, carried unanimously to approve the 2021-2022 adopted budget as presented.

4. Approval of Human Resources Items
 - a. Job Description – Assistant Vice Chancellor, People and Culture/Human Resources – Learning, Innovation, Wellness, and Equity – it was moved by Mr. Isbell, seconded by Dr. Ralston and, by roll call vote, carried unanimously to approve the job description.
 - b. Job Description – Manager, People and Culture/Human Resources – Employee Relations and District Investigations – it was moved by Dr. Ralston, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve the job description.
 - c. Job Description – Director of Grants – this job description was removed from the agenda for revision.

5. Administrative Regulations
 - a. AR 6330 Purchasing – Ms. Ingram explained the updates to the AR and answer questions relating to the revision. It was moved by Mr. Hou, seconded by Ms. Ingram and, by roll call vote, carried unanimously to approve the revision to AR 6330.
 - b. AR 7325 Vaccination and Immunization Program (NEW) – Mr. Hou presented the new AR in support of BP 7325 recently adopted by the board of trustees. In response to an inquiry, Mr. Hou shared he would check how this AR may affect the district’s insurance. The AR will become effective September 1, 2021. It was moved by Dr. Ralston, seconded by Mr. Gonzalez and, by roll call vote, carried unanimously to approve AR 7235.

6. Data Governance
 - a. BP 3750 Data Governance (NEW) – Mr. Gonzalez provided the background to the development of the board policy which was begin recommended by the Technology Advisory Group (TAG). It was moved by Mr. Hou, seconded by Mr. Isbell and, by roll call vote, carried unanimously to approve BP 3750 Data Governance and forward to the Board Policy Committee for consideration of adoption by the board of trustees.
 - b. AR 3750.1 Data Governance (NEW) – Mr. Gonzalez explained the AR created in support of BP 3750. It was moved by Mr. Rutan, seconded by Ms. Zarske and, by roll call vote, carried unanimously to approve AR 3750.1 Data Governance to be effective upon adoption of the BP by the board of trustees.

7. Colleague Cloud Hosting Activities
 - a. Mr. Gonzalez provided an update to the September 2020 presentation to District Council regarding cloud hosting activities. It was reported that the district will continue on a path of services with Ellucian for cloud hosting and take time over the next five years to explore cloud hosting internally.

8. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the August 25, 2021 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported that the first meeting of the fall semester will be held on September 15, 2021.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the August 18, 2021 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported that the next meeting will be held on September 1, 2021.
- e. Technology Advisory Group (TAG)
Ms. Ingram reported that the next meeting will be held on September 1, 2021.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported that the first meeting of the fall semester will be held September 2, 2021.

9. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell reported on the activities of the SAC Academic Senate.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Martin provided an update on CSEA activities.
- d. Student Government/SAC: Mr. Luna reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Neely reported on the activities of the SCC ASG.

10. Other

- a. Mr. Perez reported that future District Council meetings will continue to be held via Zoom.

11. Next Meeting: The next meeting will be held on Monday, October 4, 2021.

Meeting Adjourned: 2:45 p.m.

Approved: October 4, 2021

**ASSISTANT VICE PRESIDENT, STUDENT SERVICES
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR**

POSITION OVERVIEW

Under the administrative direction of the Vice President, Student Services, and in support of the Division of Student Services, plans, organizes, and provides administrative direction and oversight for operations and support functions assigned to Student Services, particularly those areas that impact enrollment, onboarding, and retention.

The Assistant Vice President, Student Services, under the administrative direction of Vice President, Student Services, plans, organizes, and provides administrative direction and oversight for operations and support functions assigned to Student Services. The Assistant Vice President will be responsible for developing, implementing and analyzing student access and enrollment management, student retention and support strategies, coordinating activities of the Division with department, outside agencies, and managing and overseeing assigned areas within the complex and varied functions of the Student Services Division. The Assistant Vice President oversees programs and services of the Student Services Division, including short- and long-term planning and program development, outcomes measurement and research efforts, administration of department policies, procedures, and programs; and oversight of several key Division programs, departments, and services.

REPRESENTATIVE DUTIES

Plans, organizes, and directs support services functions to assist the Vice President in planning, development, and implementation of College processes and Student Services Division support services.

Provides administrative leadership and oversight for the implementation of student access, belonging, and success programs, especially those that support the CCCC's Vision for Student Success through the areas that impact enrollment, onboarding, and retention.

Provides administrative leadership and oversight of services in support of the above, including, for example, Admissions and Records, Disabled Students Program and Services, Financial Aid, Health and Wellness, Student Conduct, the Student Equity and Success Program, Student Life and Leadership, and the Umoja Program.

Promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Student Services Team.

Develops, disseminates, and interprets analytical information related to programs, services, and processes, analytics supportive of, student support outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provides and/or oversees training in these areas.

Assesses, develops, implements, and evaluates strategies to monitor and improve the quality of student support services.

Serves as liaison between Student Services and other College departments and teams to collaborate and coordinate mutual efforts.

Assists in ensuring that support services programs and services comply with established College, state, and federal standards, requirements, laws, codes, rules, regulations, policies, and procedures.

Ensures that Student Services information, web pages, promotional materials are current, effective, engaging, and broadly disseminated.

**ASSISTANT VICE PRESIDENT, STUDENT SERVICES
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)**

REPRESENTATIVE DUTIES (CONTINUED)

Facilitates and enhances the participation governance processes and relationships through collaboration with faculty, staff, and students.

Collaborates closely with colleagues within Student Services and Instruction related to enrollment, registration, curriculum, articulation, transfer, assessment, and advisement.

Works effectively with schools and school districts, baccalaureate level colleges and universities, community groups, business and industry, and government and legislative bodies to develop partnerships which result in improved service to the community and to students.

Maintains current knowledge of new developments and innovations in community colleges and higher education, recommends changes to maintain relevance of programs and services and to develop new initiatives and interventions to meet students' needs.

Supervises and evaluates managers, staff, and faculty; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures.

Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College operations and activities; responds to inquiries and provides detailed and technical information concerning College programs, departments, services, curriculum, courses, and related matters; assures proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.

Develops and prepares annual preliminary budgets for assigned programs, including categorical programs; monitors and analyzes operations, activities, programs, and courses to determine educational and financial effectiveness and operational efficiency; periodically analyzes and reviews budgetary and financial data; controls and authorizes expenditures related to specific programs.

Directs the preparation and maintenance of a variety of records and reports, including annual program reviews, grant- and categorically-funded programs; assures that mandated reports are submitted appropriately and according to established timelines.

Provides technical information and assistance to the Vice President, Student Services, regarding student support services, activities, student needs and issues; participates in the formulation and development of policies, procedures, and processes related to program compliance and reporting structures.

Attends and conducts various meetings as assigned; serves as a member of the Student Services Team; attends and participates in various committees and work groups; prepares and delivers oral presentations concerning College programs, courses, services, needs, and issues.

Assumes leadership and performs other duties within the Division and the College as assigned.

**ASSISTANT VICE PRESIDENT, STUDENT SERVICES
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)**

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. The California Community College Chancellor’s Vision for Student Success, the Student-Centered Funding Formula, and strategic enrollment management practices in support of those mandates.
2. Diversity, equity, and inclusive practices, strategies, and frameworks.
3. Educational policies and practices that impact the development, delivery, and outcomes metrics for support services to students.
4. Specific strategies, research, and techniques to address the unique access, onboarding and retention needs of communitycollege students.
5. Principles and practices of effective leadership and administration of student services programs, departments, and initiatives.
6. Administrative principles and practices including the development, assessment and measurement of Support Services Outcomes and other metrics, goal setting and strategic planning, monitoring, measuring and reporting of goals, objectives, and outcomes.
7. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
8. Technical, legal, financial, and public relations issues associated with the management of support services and programs.
9. Applicable federal, state, and local laws, regulations, advisory directives, and procedures related to individuals’ rights, including non-discrimination and protections related to protected groups and populations.
10. Methods and techniques for the development of presentations, forums, training, correspondence, data compilation, and report writing.
11. Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
12. Principles and procedures of record keeping, technical report writing, and preparation of correspondence, presentations, and reports.
13. Modern office practices, methods, and computer equipment and applications.
14. English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

1. Work effectively with students, faculty, and staff from diverse backgrounds to promote access, equity, and inclusion.
2. Analyze situations accurately and adopt an effective course of action.
3. Make independent decisions within legal and general policy and regulatory guidelines.
4. Identify resources and develop grant or special project applications in partnership with departments, governmental bodies, and granting agencies.
5. Plan, organize, coordinate, evaluate, and direct College-wide and divisional operations, activities, programs, and services as assigned and directed.
6. Work collaboratively to institute educational effectiveness strategies, processes, systems, programs, and services.
7. Coordinate and direct communications, educational planning activities, program development functions, and strategies to communicate with students regarding College policies, processes, requirements, and opportunities.
8. Supervise and evaluate the performance of assigned staff, managers, and faculty.

**ASSISTANT VICE PRESIDENT, STUDENT SERVICES
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)**

KNOWLEDGE AND ABILITIES (CONTINUED)

9. Direct and participate in the development, analysis, and implementation of College programs, services, initiatives, and strategies.
10. Develop, initiate, document, and evaluate processes related to goals, objectives, strategic actions, key performance indicators, and outcome measurements.
11. Assure proper and timely resolution of issues, complaints, conflicts, and grievances.
12. Provide consultation and technical expertise concerning College operations and activities.
13. Communicate effectively both orally and in writing.
14. Direct the development of a variety of reports, records, and files related to assigned tasks and activities; prepare comprehensive narrative and statistical reports.
15. Develop and implement goals, objective, policies, procedures, work standards, and internal controls for departments and programs.
16. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner; oversee the expenditure and reporting of funds related to program requirements and College fiscal policies.
17. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
18. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
19. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
20. Conduct effective negotiations and effectively represent the Division and the College with governmental agencies, legislative bodies, and educational organizations.
21. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
22. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
23. Operate modern office equipment including computer equipment and specialized software applications programs.
24. Communicate effectively and clearly in person and through various medium.
25. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education and Experience:

Master's degree from a regionally accredited college or university with major coursework in fields related to student services, student affairs, student development, persistence and retention, or educational equity.

Five (5) years of increasingly responsible experience involving leadership of student support services, program development, and outcomes measurement of specialized programs for diverse students.

Board Approval:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

1231

Number # _____
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office / Human Resources

Manager/Supervisor: Cheng Yu Hou, Vice Chancellor Human Resources.

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
N/A	Manager of People and Culture / Human Resources, Employee Relations and District Investigations (Grade G)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 181,461.15
Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-673000-53110-2110 (current HR budget)
(Attach necessary budget change forms)

Reason for reorganization:

Currently Human Resources, via the office of the District Administrator Institutional Equity, Compliance & Title IX has the responsibility to investigate complaints that arise within the workplace alleging discrimination/harassment. Due to the increased education by this office, the number of investigations has increased over the past few years. Currently, the majority of the investigations are handled by 3rd party investigators on behalf of the district. This new position will be the lead investigator for the district, as well as being involved in other related duties such as policy / process / education and prevention programs on discrimination / harassment etc. (see attached job description).

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Chengyu Hou Date: 8/25/21
Chengyu Hou (Aug 25, 2021 09:14 PDT)

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Alistair Winter (Aug 25, 2021 10:06 PDT)</u>	Business Operations & Person Services (Signature/Date): <u>TN Adam O'Connor (Sep 8, 2021 09:08 PDT)</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date): N/A

As discussed in the reasons for the reorganization, it is intended that this position will alleviate the need for third party investigators and work by HR related legal services. The table below sets out the intended savings of the new position.

**People & Culture/Human Resources
Position Request August, 2021**

	Discrimination / Harassment Investigations	HR-related Legal Services	Annual Total	Proposed New Position Cost	Net savings
18/19 Cost	\$ 200,873	\$ 319,996	\$ 520,869	\$ 183,751	\$337,118
19/20 Cost	\$ 127,637	\$ 247,575	\$ 375,212	\$ 183,751	\$191,461
20/21 Cost	\$ 116,853	\$ 118,342	\$ 235,195	\$ 183,751	\$ 51,444

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
G Step 2	\$ 9,698.010	12	\$ 116,376.12

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	26,661.77	
SOCIAL SECURITY	6.200%	7,215.32	
MEDICARE	1.450%	1,687.45	
UNEMPLOYMENT	0.500%	581.88	
WORKERS COMP	1.500%	1,745.64	
ACTIVE RET. INS. COST	2.000%	2,327.52	
TOTAL TAX & BENEFIT COST	34.560%	\$ 40,219.58	\$ 40,219.58
TOTAL SALARY & BENEFIT COST			\$ 156,595.70

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 116,376.12	104.74	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,865.45	\$ 24,865.45

TOTAL COST OF POSITION	\$ 181,461.15
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BENEFITS =	\$ 65,085.03
BENEFIT COST AS A PERCENT OF CONTRACT =	55.93%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	M	35,228.16	21,486.35	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

**MANAGER OF PEOPLE & CULTURE/HUMAN RESOURCES
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

POSITION OVERVIEW

The Manager of People & Culture innovates, delivers, and collaborates on duties to solidify the District's commitment to foster an inclusive and equitable environment where all students and employees are able to thrive and belong authentically. The Manager serves as the District's Title IX investigator, Section 504/ADA deputy coordinator and supports via duties encompassing all aspects of U.S. Equal Employment Opportunity Commission ("EEOC"), California Department of Fair Employment and Housing ("DFEH"), U.S. Department of Education Office of Civil Rights ("OCR"), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager of Employee Relations further ensures the delivery of consistently excellent people and culture related strategy in the areas such as learning and development, wellness, process innovation, total rewards, and employee relations. The Manager of People & Culture reports to the Assistant Vice Chancellor of People and Culture/Human Resources.

REPRESENTATIVE DUTIES

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning & development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
4. Partners closely with peers and stakeholders across the District to assess existing people and culture programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Conducts thorough and comprehensive investigations to ensure the District's proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act and the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statues, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on current and upcoming legislative changes relevant to people & culture.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents.

**MANAGER OF PEOPLE & CULTURE/HUMAN RESOURCES
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues; review District policies, procedures, and practices to ensure ongoing legal compliance.
9. Prepares investigative reports regarding EEO/civil rights complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
10. Collaborates with faculty, staff, and administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to a discrimination and harassment free environment, and a safe climate for all college community members.
11. Innovates and develops in collaboration with the Assistant Vice Chancellor, People & Culture in training programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other people & culture topics.
12. Collaborates in District alternative dispute resolution processes, EEOC/DFEH responses and State Chancellor's Officer affairs.
13. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
14. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
15. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
16. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
17. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
18. Operates in a collaborative, positive and open manner— modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
19. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
20. A cultural advocate: proposes / facilitates actions to support employee engagement.
21. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
22. Supports leadership in enhancing People & Culture visibility and providing innovative and proactive needs for district and campus stakeholders.
23. Leads, coaches, supervisors, and leads classified staff in a variety of people & culture areas.
24. Performs other duties as assigned and serves as a backup to the Assistant Vice Chancellor of People & Culture/Human Resources.

**MANAGER OF PEOPLE & CULTURE/HUMAN RESOURCES
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People & Culture support in a multi-stakeholder organization across multiple locations.
2. Applicable sections of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices and techniques used in the analysis, evaluation, design, planning and management of a comprehensive equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale human resources program including employee relations, employee and management training and development, and employee discipline and corrective action.
5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/people and culture software.
8. High degree of business insight; results-oriented with an ability to work independently
9. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
3. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.
4. Show success utilizing employee attraction, engagement, and retention strategies
5. Gather and analyze data, reason logically and draw valid conclusions.
6. Analyze situations and make appropriate decisions and/or recommendations.
7. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
8. Clearly communicate ideas and recommendations.
9. Write clear and concise reports.
10. Work with and provide direction to other employees in the completion of the day-to-day work.
11. Excel in an ever-changing environment using an ambitious mindset

MINIMUM QUALIFICATIONS

**MANAGER OF PEOPLE & CULTURE/HUMAN RESOURCES
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience
OR Master's Degree/Juris Doctorate/Doctorate degree from an accredited college or university and one (1)
years of related work experience OR Equivalent combination of training and experience.

Board Approved: _____

Rancho Santiago Community College District

HUMAN RESOURCES DEPARTMENT

PROPOSED *

