

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED JUNE 2024

ASSISTANT VICE CHANCELLOR, HUMAN RESOURCES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR

This position innovates, delivers, and collaborates on District-wide Human Resources operational functions related to talent strategy/development, organizational design and improvement, employee relations, equal employment opportunity, workplace investigations, labor partnership/negotiations, risk management, professional development, wellness, and workforce equity/belonging.

POSITION OVERVIEW

1. Partners closely with peers and stakeholders across the District to assess existing Human Resources programs, processes, and practices; to identify gaps and inefficiencies; to innovate to enhance the employee experience; and support long-term growth objectives.
2. Consults with senior leaders, managers, and employees in providing expertise in all facets of Human Resources.
3. Oversees the day-to-day Human Resources operations.
4. Advises on enhancements and gaps of existing Board Policies, Administrative Regulations, and related policies/procedures.
5. Serves as an advisor to campus and District colleagues.
6. Builds and sustains a performance-based culture focused on setting measurable objectives, engendering accountability and delivering consistent feedback.
7. Leads, assesses, and mentors team members to ensure excellent daily operations and inspire creativity.
8. Enhances Human Resources accessibility processes including but not limited to website, intranet, HRIS systems and social media.
9. Develops and delivers training programs on Human Resources operational topics.
10. Liaisons with outside counsel to ensure efficiency, accountability, and accuracy.
11. Evaluates and enhances existing Board Policies, Administrative Regulations, and related policies/procedures.
12. Innovates and implements professional development operations curriculum including recruitment and processes related responses.
13. Supports and coaches supervisors in developing, delivering, and monitoring Performance Improvement Plans and reviews complaints or concerns from colleagues, regarding the process.
14. 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.
15. Manages and collaborates with stakeholders on complex risk management, leaves of absence, and accommodation affairs.
16. Collaborates with the Vice Chancellor of Human Resources with annual operating budgets for the department to ensure accuracy and accountability.
17. Proactively ensures the timely completion of performance evaluations for classified and management employees and the Tenure Review and Equivalency Processes for academic employees.
18. Advises, supports and participates in collective bargaining process; advises and oversees administration of collective bargaining agreements, including processing of grievances, compliance with interpretation and application of terms of agreements, and responds to claims of unfair labor practices and allegations of contract violations by District. In coordination with the Vice Chancellor of Human Resources, develops and presents labor negotiation proposals related to classified and faculty collective bargaining.
19. Provides oversight for return-to-work including employee leaves of absence, compliance with all federal, state, and local laws and regulations, as well as District Board Policies and Administrative Regulations.

ASSISTANT VICE CHANCELLOR, HUMAN RESOURCES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONT'D)

POSITION OVERVIEW (CONT'D)

20. Serves as a primary contact and resource regarding personnel matters such as contract interpretation, grievances, discipline, confidential personnel issues; recommends and administers discipline/corrective action. Consults with all levels of District staff and union representatives on human resources issues.
21. Approves and supervises aspects of classification and compensation in accordance with District policy and collective bargaining agreements.
22. Plans, organizes and arranges appropriate learning and development activities including the Classified Orientation for new classified employees and for new academic employees.
23. Serves as a resource for the District Risk Manager, the EEO Compliance Officer, and the Title IX Compliance Officer.
24. Directly coordinates and supervises the day-to-day work and performance of the Human Resources Department staff and evaluates their performance, providing direction and assistance wherever a need for improvement or support is identified.
25. Significant responsibility for chairing and supervising District-wide committees related to personnel.
26. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Successful strategies with providing Human Resources support in a multi-stakeholder organization across multiple locations.
2. Leaves and accommodation management strategy, tracking, models, systems, and compliance.
3. Innovative, varied and simplified solutions which maximize knowledge and skill acquisition.
4. Strategic ideas within the Human Resources space through EEO, Title IX, and civil rights compliance monitoring, technology, trend forecasting, and stakeholder collaboration.
5. Applicable sections of California Education Code, Title 5, California Fair Housing and Employment 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.
6. Methods and techniques of trauma-informed investigations and other legal requirements.
7. 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.
8. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
9. Strategies identifying and building cross-functional partnerships to understand challenges.
10. Intersectional diversity, inclusion, belonging equity, anti-racism, and equal opportunity.
11. Research techniques, data mining practices, and people analytics strategies.
12. Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/Human Resources software.
13. Effective and concise verbal and written communication skills with the ability to collaborate with, and influence cross-functional team members.

ASSISTANT VICE CHANCELLOR, HUMAN RESOURCES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONT'D)

KNOWLEDGE AND ABILITIES (CONT'D)

Ability to:

1. Analyze data and metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
3. Show success utilizing labor relations/negotiations, employee attraction, engagement, and retention strategies.
4. Plan, develop, organize, coordinate, direct and evaluate Human Resource functions, programs, services, operations, and activities.
5. Ensure the preparation, maintenance, and retention of personnel files and data.
6. Exercise initiative and work independently with minimum direction.
7. Develop, monitor, and administer budget.
8. Gather data, analyze/reason logically, and draw valid conclusions.
9. Investigate, address, and/or mediate workplace related complaints and grievances.
10. Spearhead with expedited resolution in various employee relations matters.
11. Audit various Human Resource processes, practices, and procedures to ensure consistency and compliance.
12. Analyze situations and make appropriate decisions and/or recommendations.
13. Quickly learn and effectively interpret and apply rules, regulations, and precedents to personnel issues with working solutions.
14. Clearly communicate ideas and recommendations.
15. Write clear and concise reports, presentations, and related communication.
16. Work with and provide direction to other employees in the completion of the day-to-day work.

MINIMUM QUALIFICATION

Education and Experience:

A Bachelor's degree from an accredited college or university and five (5) years related work experience OR Master's degree/Juris Doctorate/Doctorate degree from an accredited college or university and three (3) years of related work experience OR Equivalent combination of training and experience.

Board Approval Date: June 24, 2024