

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED MARCH 2022

**ASSISTANT VICE CHANCELLOR, PEOPLE AND CULTURE  
OPERATIONS, INNOVATION, AND BELONGING**

**JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR**

The Vice Chancellor, People and Culture, innovates, delivers, and collaborates on Districtwide People and Culture operational functions related to talent strategy/development, organizational design, employee relations, equal employment opportunity, workplace investigations, labor partnership/negotiations, total rewards, risk management, community learning, wellness, and workforce equity/belonging.

**POSITION OVERVIEW**

1. 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.
2. Consults with senior leaders, managers, and employees in providing expertise in all facets of People and Culture.
3. Oversees the day-to-day People and Culture operations.
4. Advises on enhancements and gaps of existing Board Policies, Administrative Regulations and related policies/procedures.
5. Serves as a trusted 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 People and Culture accessibility processes including but not limited to website, intranet, HRIS systems and social media.
9. Develops and delivers training programs that are tailored around lean 80/20 learning with research-bases impact and sustainable results on people and culture 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 on People and Culture learning and 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, People and Culture 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 respond to claims of unfair labor practices and allegations of contract violations by District. In coordination with the Vice Chancellor of People and Culture, develops and presents labor negotiation proposals related to classified and faculty collective bargaining.

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**JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)**

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.
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 People and Culture 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 Districtwide committees related to personnel.
26. Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES**

Thorough Knowledge of:

1. Successful strategies with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Risk, control, and compliance operating models in the People and Culture.
3. Leaves and accommodation management strategy, tracking, models, systems, and compliance.
4. Learning strategies and blended learning approaches to support a learner-centric experience.
5. Innovative, varied and simplified solutions which maximize knowledge and skill acquisition.
6. Strategic ideas within the People and Culture space through EEO, Title IX, and civil rights compliance monitoring, technology, trend forecasting, and stakeholder collaboration.
7. 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.
8. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
9. 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.
10. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
11. Strategies identifying and building cross-functional partnerships to understand challenges.
12. Intersectional diversity, inclusion, belonging equity, anti-racism, and equal opportunity.
13. Research techniques, data mining practices, and people analytics strategies.
14. Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/People and Culture software.

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15. Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.

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 People and Culture 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 People and Culture 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.
17. Excel in an ever-changing environment using an ambitious mindset.

**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 Approved: March 14, 2022