

DIRECTOR, HUMAN RESOURCES
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Director, Human Resources is responsible for planning, organizing and directing assigned District-wide human resources management functions including but not limited to, human resources daily operations; recruitment and selection processes; classification and compensation; leave coordination; compliance with federal and state laws, District policies and procedures; and promoting positive employer-employee relations. In addition, this position assists with negotiations and leads complex technology initiatives. This position reports to the Assistant Vice Chancellor, Human Resources.

REPRESENTATIVE DUTIES

1. Engages in recruitment strategies and initiatives that help address equity gaps and improve equal employment opportunity. Assists in maintaining the District's Applicant Tracking, Onboarding, and related employment systems. Recommends and implements enhancements, changes to improve efficiency and service to applicants and the District. Recommends and implements changes to improve equity outcomes and goals.
2. Innovates on Human Resources processes and technologies in areas such as onboarding, diversity recruitment, analytics, leave coordination, and fiscal management.
3. Serving as the software application administrator for systems used by Human Resources such as applicant tracking systems, recruitment software, and HRIS.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels; allocates resources accordingly.
5. Provides responsible staff assistance to designated administrator; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resources programs, policies, and procedures as appropriate; prepares and presents staff reports and other necessary correspondence including reports and agenda items for the Community College District's Board of Trustees.
6. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
7. Participates in the administration of employee leaves of absence programs; ensures compliance with all federal, state, and local laws and regulations as well as District Board policies and administrative regulations; oversees the maintenance of databases including FMLA and family illness database.
8. Coaches stakeholders on management practices that will create a culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
9. Collaborates to provide strategy to resolve complex employee relations affairs.
10. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
11. Operates in a collaborative, positive manner - modeling key cultural indicators in your work, team interactions and relationships with all employees and external partners.
12. Develops effective work relationships at all levels of the organization, influence behavior, and manage change.
13. Partners closely with management and team members to improve work relationships, build morale, and increase productivity and retention.
14. Identify training needs and coordinate professional development programs for employees, implementing initiatives to enhance employee skills, knowledge and overall job performance.
15. Coaches, supervisors, and leads confidential and classified staff in a variety of Human Resource functions.
16. Performs other duties as assigned and serves as a backup to the Vice Chancellor, Human Resources and the Assistant Vice Chancellor, Human Resources.

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KNOWLEDGE AND ABILITIES

Knowledge of:

1. Operations, services, and activities of a comprehensive human resources program.
2. Principles, policies, and practices of human resources management including recruitment and selection, classification and compensation, employee/labor relations, and employee and organizational development.
3. Negotiation principles and practices.
4. Applicable sections of California Education Code, Labor Laws, and relevant federal and State legislation as they relate to specific area of responsibility.
5. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
6. Leadership, team building, motivation, and conflict resolution principles
7. Principles of supervision, training, and performance evaluation.
8. Research techniques and statistics in personnel matters, classification, job analysis, recruitment, selection, and compensation analysis.
9. Experience with software such as Ellucian Banner/Colleague, NeoGov/Workday, and/or other related HRIS/Human Resources software.
10. Effective and concise verbal and written communication skills with the ability to collaborate and influence cross-functional team members.

Ability to:

1. Oversee and participate in the management of a human resources program within the District Human Resources Office.
2. Investigate complaints and make appropriate recommendations.
3. Participate in collective bargaining negotiations and contract administration.
4. Interpret and apply provisions of Federal laws, Education Code, Government Code, Title 5, Title IX, and other federal and state regulations as related to the responsibilities of the position.
5. Oversee, direct, and coordinate the work of assigned staff.
6. Select, supervise, train, and evaluate staff.
7. Participate in the development and administration of goals, objectives, and procedures for assigned area.
8. Gather and analyze data and situations and make appropriate decisions.
9. Analyze and assess programs, policies, and operational needs and make appropriate adjustments
10. Prepare and present comprehensive, concise, and clear oral and written reports.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
13. Clearly communicate ideas and recommendations.
14. Write clear and concise reports.
15. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

MINIMUM QUALIFICATIONS

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 (2) year of related work experience.

Board Approved: August 12, 2024