

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
AUGUST 2021

**DIRECTOR OF PEOPLE AND CULTURE / HUMAN RESOURCES  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

The Director of People and Culture/Human Resources leads, partners, and optimizes the delivery of consistently excellent people and culture related strategy in various areas such as organizational design, technology innovation, continuity planning, on-boarding, employee communications, training, performance management, employee relations, total rewards/benefits, classification/compensation, compliance, labor partnership, and strategic coaching. The Director of People and Culture/ Human Resources reports to the Assistant Vice Chancellor of Human Resources.

**REPRESENTATIVE DUTIES**

- 1) Partners with stakeholders proactively to influence organizational transformation.
- 2) Engages in integrated, actionable talent strategies and initiatives that help grow the District and deliver results.
- 3) Innovates on people and culture processes and technologies in fields such as onboarding, diversity recruitment, people analytics, sustainability, and fiscal management.
- 4) Serves as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems, and HR systems.
- 5) Develops and recommends new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's Human Resources employee services projects and programs.
- 6) Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
- 7) Establishes and implements people and culture strategies that effectively communicate and support the District's core values, vision, and overall business objectives.
- 8) Coaches stakeholders on people practices that will create a highly engaged culture.
- 9) Delivers management coaching and training where needed to front-line managers and senior leaders.
- 10) Cultivates and strengthens relationships to implement all people and culture initiatives and strategies.
- 11) Provides guidance and input on workforce planning to support business strategy.
- 12) Analyzes trends and metrics in partnership with the broader cross-functional people and culture team to develop solutions, programs, and opportunities for learning.
- 13) Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
- 14) Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
- 15) Operates in a collaborative, positive and open manner - modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
- 16) Constructs effective work relationships at all levels of the organization, influences behavior, and manages change.
- 17) Partners closely with management and team members globally to improve work relationships, build morale, and retention.
- 18) Supports leadership in enhancing people and culture visibility and providing innovative and proactive needs for District and campus stakeholders.
- 19) Coaches, inspires, supervises, and leads classified staff in a variety of people and culture areas.
- 20) Performs other duties as assigned and serves as a backup to the Vice Chancellor of Human Resources and the Assistant Vice Chancellor of Human Resources.

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**KNOWLEDGE AND ABILITIES**

**Thorough Knowledge of:**

- 1) Successful strategies with providing people and culture support in a multi-stakeholder organization across multiple locations.
- 2) Innovation ideas within the people and culture space through technology, trend forecasting, and stakeholder collaboration.
- 3) Applicable sections of California Education Code, Title 5, Labor Laws, and relevant federal, state, and local legislations.
- 4) Strategies identifying and building cross-functional partnerships to understand challenges.
- 5) Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 6) Research techniques, data mining practices, and people analytics strategies.
- 7) Experience with software such as Ellucian Banner/Colleague, NEOGOV, Workday, and/or other related HRIS/people and culture software.
- 8) Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.

**Ability to:**

- 1) Analyze and strategize with people data and metrics to guide strategy.
- 2) Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
- 3) Show success utilizing employee attraction, engagement, and retention strategies.
- 4) Gather data, analyze/reason logically, and draw valid conclusions.
- 5) Audit various people and culture processes, practices, and procedures to ensure alignment and compliance.
- 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 with working solutions.
- 8) Clearly communicate ideas and recommendations.
- 9) Write clear and concise reports, presentations, and related communications.
- 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**

**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 two (2) years of related work experience.

Board Approved: August 9, 2021