

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED MARCH 2022

**VICE CHANCELLOR, PEOPLE AND CULTURE**  
**JOB DESCRIPTION – ACADEMIC ADMINISTRATOR**

**POSITION OVERVIEW**

The Vice Chancellor, People and Culture, directs, scales and innovates all facets of the People and Culture function including talent strategy/development, organizational design, employee relations, equal employment opportunity, workplace investigations, labor partnership, total rewards, risk management, community learning, wellness, and workforce equity/belonging. The Vice Chancellor provides innovative and entrepreneurial leadership and strategy to nurture, change manage, develop, build and align People and Culture towards organizational mission/values, community resilience, and empathy. The Vice Chancellor serves as the District's Equal Employment Opportunity Officer, Chief Negotiator, Title IX Coordinator and ADA/504 Coordinator.

**REPRESENTATIVE DUTIES**

1. Leads, establishes, and sustains a culture of innovation, care, collaboration, and effective communication by innovating strategic initiatives and implementing personnel policies that support the mission of student success and the community well-being.
2. Establishes and implements People and Culture efforts that effectively communicate and support the District's mission and strategic vision.
3. Evaluates and enhances existing Board Policies, Administrative Regulations, and related policies and procedures.
4. Ensures that the principles of inclusion, diversity, equity, and belonging are embedded within aspects of People and Culture.
5. Fosters and advances diversity through hiring pools, outreach activities, and professional development.
6. Serves the District community by advising on interpretation and application of laws, policies, and regulations affecting academic and classified personnel.
7. Establishes and innovates on employee onboarding and lifecycle.
8. Negotiates and implements labor and employment agreements.
9. Leads, assesses, and mentors team members to ensure excellent day-to-day operations and inspire creativity.
10. Builds and sustains a performance-based culture focused on setting measurable objectives, engendering accountability, and delivering consistent feedback.
11. Develops and implements comprehensive total rewards packages that are competitive and cost-effective for the District.
12. Liaisons with the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights as the District's administrator overseeing all EEO, Employee Relations, and Title IX affairs.
13. Consults with legal counsel, as necessary, to ensure that complaints of potential District liability are handled appropriately and monitors the performance of the District's claims and management services.

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

14. Provides leadership for District-wide committees and task forces related to People and Culture.
15. Serves as a resource for the interpretation and application of state and federal laws and regulations, board policies, and provisions of collective bargaining agreements.
16. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education and Experience

An earned Master's degree from an accredited college or university in a field or subject area that reasonably relates to the skills, knowledge, and abilities required for the successful completion of the position job duties and responsibilities. Five (5) years of increasingly responsible and varied experience in all facets of human resources functions.

Board Approved: March 14, 2022