



Rancho Santiago Community College District
District Council Meeting

March 7, 2022

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/95820635712>

669-900-6833 / 958 2063 5712

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at gerard_debra@rscsd.edu to obtain passcode.

Agenda

1. Call to Order/Update Martinez
2. Approval of Minutes - **ACTION** Martinez
 - a. February 1, 2022 Meeting
 - b. February 11, 2022 Special Meeting
3. Approval of 2022-2023 Tentative Budget Assumptions – **ACTION** Ingram
4. Approval of Human Resource Items – **ACTION**
 - a. HR/People and Culture Job Descriptions Hou
 - i. Vice Chancellor of People and Culture
 - ii. Asst. Vice Chancellor of People and Culture – Learning, Innovation, Wellness, and Equity
 - iii. Asst. Vice Chancellor of People and Culture – Operations Innovation, and Belonging
 - iv. Director of People and Culture
 - v. Manager of People and Culture – Employee Relations and District Investigations
 - vi. Manager of People and Culture – Operations, Talent, and Project Management
 - vii. Senior People and Culture Business Partner
 - viii. People and Culture Business Partner
 - b. ITS Job Description - Manager of Enterprise Applications (New) Gonzalez
 - c. Reorg #1275b – DO/Business Services/Fiscal Services Ingram
5. Administrative Regulations – **ACTION** Hou
 - a. AR 7133 Management Holidays (NEW)
 - b. AR 7250 Educational Administrators – Workweek; Teaching by Management Employees (NEW)
 - c. AR 7260 Classified Supervisors and Managers – Workweek; Teaching by Management Employees (NEW)
 - d. AR 7340.3 Sick Leave for Management/Confidential Employees

6. Committee Reports – **INFORMATION**

- a. Planning & Organizational Effectiveness Committee
- b. Human Resources Committee
- c. Fiscal Resources Committee
- d. Physical Resources Committee
- e. Technology Advisory Group

Perez
Hou
Ingram
Ingram
Gonzalez

7. Constituent Representative Reports - **INFORMATION**

- a. Academic Senate - SAC
- b. Academic Senate - SCC
- c. Classified Staff
- d. Student Government - SAC
- e. Student Government – SCC

Isbell
Rutan
Martin
Ramaswamy
Neely

Next Meeting: April 4, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

February 1, 2022

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Scott James	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Avinash Ramaswamy for Julio Luna	Present
	Elisabeth Neely	Absent
Guests:	Nga Pham	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:02 p.m.
- b. Mr. Martinez reported that the February 14 and February 28, 2022 board of trustees meetings will be held via Zoom. In person board and board committee meetings will begin in March 2022.
- c. Mr. Martinez provided an update on his recent attendance at the CCLC Legislative Conference and meeting with legislators. He also shared what was known about the state budget at this time and the requests made of the state legislators.
- d. While enrollment throughout the state is down, our district's enrollment has increased and the Chancellor applauded the job the colleges did to make this happen.

2. Approval of Minutes

- a. It was moved by Ms. Martin, seconded by Mr. Isbell and, by roll call vote, carried unanimously with abstentions by Mr. James and Mr. Ramaswamy to approve the minutes of the December 6, 2021 meeting.

3. SRP Savings Reconciliation – Quarterly Update

- a. Vice Chancellor Iris Ingram provided an update on the projected savings from the two SRPs conducted last year. She reported that the district was on track to achieve its savings goal of \$6 million/year.
- b. Cabinet Members provided updates on how staffing is being addressed relative to the vacancies created by the SRPs.
- c. The next quarterly update will be provided in May 2022.

4. Approval of Human Resources Items

- a. Job Description – Principal People & Culture Business Partner: it was moved by Mr. Rutan, seconded by Dr. Nery, by roll call vote, the motion carried unanimously to approve the job description.
- b. Reorg #1268 – DO/ITS: it was moved by Mr. Rutan, seconded by Mr. Perez and, by roll call vote, carried unanimously to approve the reorg.
- c. Reorg #1269 – DO/HR: it was moved by Dr. Nery and seconded by Mr. Isbell to approve Reorg #1269. After discussion, it was determined that this reorg needed to go through the integrated planning process. Because of the urgency related to the reorg, the Chancellor directed that hiring of adjunct faculty would be the priority for HR until such time that special meetings of the Planning and Organizational Committee and District Council are convened to address the reorg.

5. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the December 17, 2021 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported the current efforts of HRC.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the January 19, 2022 meeting. The next meeting will be held on February 16, 2022.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported that the February 2, 2022 would take place via email and the next meeting to held via Zoom is scheduled for March 2, 2022.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported that the next meeting will be held on February 3, 2022.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell announced the AS retreat would be held on February 2, 2022
- b. Academic Senate/SCC: Mr. Rutan announced the AS retreat would be held on February 2, 2022
- c. CSEA: Ms. Martin provided an update on CSEA activities.
- d. Student Government/SAC: Mr. Ramaswamy reported that he would be assuming the duties of ASC President and be the representative on District Council for the spring semester.
- e. Student Government/SCC: There was no representative from SCC at the meeting.

Next Meeting: The next meeting will be held on Monday, March 7, 2022.

Meeting Adjourned: 2:14 p.m.

Approved: March 7, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

February 11, 2022

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Annebelle Nery	Present
	Pamela Ralston	Present
	Dane Clacken for Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Tara Kubicka	Absent
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Jonae Varela for Zina Edwards	Present
	Avinash Ramaswamy	Present
	Elisabeth Neely	Absent
Guests:	Rene Beiza, Tyler Noland, Elvia Garcia, Patricia Duenez	

1. Call to Order

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 10:02 a.m. and a roll call vote of members was conducted.
- b. The Chancellor expressed appreciation to District Council members for rearranging their schedules to attend this special meeting and also expressed those members of the Planning and Organizational Effectiveness Committee for convening an emergency meeting to address the topic to be discussed at today's meeting.

2. Reorg #1269 – DO/HR

- a. It was moved by Mr. Rutan and seconded by Mr. Perez to approve Reorg #1269 – DO/People & Culture (HR). Discussion ensued.
- b. Vice Chancellor Perez, Chair of the Planning and Organizational Effectiveness Committee (POEC), reported on the meeting held on Monday, February 7, 2022 to review Reorg #1269. He stated that POEC voted unanimously (with an abstention of a committee member who came to the meeting late) to approve the reorg and forward to District Council. Members of POEC who also serve on District Council spoke in support of the reorg. It was noted that the discussion at POEC centered on the need in the department which was offset by the additional financial burden on the colleges to fund the new positions included in the reorg. It was determined by POEC that the positions requested were needed to support the colleges and the colleges would fund the positions.
- c. CSEA President Sheryl Martin and SCC President Dr. Pamela Ralston both spoke in support of the reorg.
- d. By roll call vote the motion carried unanimously, with an abstention by Mr. Cheng Yu Hou, to approve Reorg #1269 – DO/People & Culture (HR).

3. Other

- a. The next regular District Council meeting will be held on Monday, March 7, 2022 via Zoom.

Meeting Adjourned: 10:15 a.m.

Approved: March 7, 2022

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2022/23 Tentative Budget Assumptions
March 1, 2022

I. State Revenue

A. Budgeting will begin using the new Student Centered Funding Formula (SCFF) at the hold harmless provision for the 2017/18 Total Computational Revenue plus outyear cost of living adjustments (COLA) as we are a hold harmless district less estimated deficit factor.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2016/17	28,901.64	27,517.31	28,901.64	a -4.79%
2017/18	28,901.64	29,378.53	29,375.93	b 1.65%
2018/19	Recal	25,925.52	28,068.86	c -11.75%
2019/20	Recal	27,028.98	26,889.30	4.26%
2020/21	Recal	25,333.74	26,993.32	-6.27%
2021/22	P1	25,309.64		-0.10%

a - based on submitted P3, District went into Stabilization in FY 2016/17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

c - To maintain the 2015/16 funding level and produce growth FTES in 2017/18, the district borrowed from summer 2018 which reduced FTES in 2018/19.

The governor's state budget proposal includes .5% systemwide growth funding and 5.33% COLA. The components now remain at 70/20/10 split with funded COLA added to all metrics each year. Any changes to our funding related to the SCFF will be incorporated when known.

Projected COLA of 5.33%	\$9,791,339
Projected Growth/Access	\$0
Deficit Factor (2%)	(\$3,869,875)

2022/23 Potential Growth at 0.5% 25,460

C. Education Protection Account (EPA) funding estimated at \$36,656,734 based on 2021/22 @ Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$163 per FTES (\$4,202,316). Restricted lottery at \$65 per FTES (\$1,675,770). (2021/22 @ P1 of resident & nonresident factored FTES, 25,781.08 x \$163 = \$4,202,316 unrestricted lottery; 25,781.08 x \$65 = \$1,675,770 restricted lottery)

E. Estimated reimbursement for part-time faculty compensation is estimated at \$607,563 (2021/22 @ Advance).

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements are reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. College Promise Grants (BOG fee waivers 2% administration) funding estimated at 2021/22 @ Advance of \$275,040.

H. Mandates Block Grant estimated at a total budget of \$779,692 (\$30.67 x 25,421.99).
 No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$2,500,000. (SAC \$1,800,000, SCC \$700,000). Decrease of \$200,000.

J. Interest earnings estimated at \$800,000. Decrease of \$200,000.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$404,737.

L. Apprenticeship revenue estimated at \$3,951,786. Unchanged.
 (Corresponding expenses are also budgeted for apprenticeship course offerings.)

M. Scheduled Maintenance/Instructional Equipment allocation. \$8.5 million estimated in the state budget.

N. Full-time Faculty Hiring Allocation (\$3,325,444 - \$1,304,941 = \$2,020,503)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2022/23 Tentative Budget Assumptions
March 1, 2022**

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is providing 5.33% Cost of Living Allowance (COLA). Amount estimated for unrestricted general fund = \$8,079,036 (FARSCCD approximate cost \$4,178,759 CSEA approximate cost \$2,172,845, Management/Other approximate cost \$1,727,432) The colleges will need to budget for bargained increased costs in Salaries and Benefits for part-time employees. The estimated cost of a 1% salary increase is \$1.89 million for all funds. The estimated cost of a 1% salary increase is \$1.51 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.82 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$940,809 CSEA approximate cost \$489,196, Management/Other approximate cost \$388,914) For all funds, it is estimated to = \$2.27 million (FARSCCD = \$1,059,302, CSEA = \$725,959, Management/Others = \$582,165) In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2023 is estimated at 3.5% for an additional cost of approximately \$572,100 for active employees and \$0 for retirees, for a combined increase of \$572,100 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$747,106
State Unemployment Insurance (.05% to .20%)
CalSTRS employer contribution rate will increase in 2022/23 from 16.92% to 19.10% for an increase of \$1,657,561.
(Note: The cost of each 1% increase in the STRS rate is approximately \$760,000.)
CalPERS employer contribution rate will increase in 2022/23 from 22.91% to 26.10% for an increase of \$1,291,966.
(Note: The cost of each 1% increase in the PERS rate is approximately \$405,000.)
- E. The full-time faculty obligation (FON) for Fall 2022 has not been calculated at this time. The Fall 2021 report indicated the District was 17.5 faculty over its FON. This number will be reduced based on faculty taking the SRP. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$162,763. Penalties for not meeting the obligation amount to approximately \$86,771 per FTE not filled. Each faculty hired over the FON adds cost of (\$162,763 - \$56,543) = \$106,220.
SAC hiring 7 = \$1,139,341 unrestricted general fund and hiring 1 = \$162,763 in restricted general fund (categorical program)
SCC hiring 3 = \$488,289 unrestricted general fund and hiring 1 = \$162,763 in restricted general fund (categorical program)
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/22 for hourly faculty is \$84.07 x 18 hrs/LHE = \$1,513 (FY 2021/22)
(Total cost of salary and benefits of part-time faculty to teach 30 LHE = \$56,543)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Employer Contribution Target is \$6,465,026 which is less than our current pay as you go. The District will therefore decrease the employer payroll contribution from 2% to 0% of total salaries. This provides savings of \$2,375,792 to the unrestricted general fund and \$3,046,465 for all funds.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:
- | | Ongoing Cost | One-time Cost |
|---|--------------|---------------|
| Trustee Travel | \$ 25,000 | |
| Chancellor's Travel | \$ 25,000 | |
| Legal Fees | \$ 127,938 | |
| Human Resources - 2 new positions
(Principal, People & Culture Business Partner) | \$ 334,165 | |
- M. Sixth contribution of Santiago Canyon College ADA Settlement expenses of \$2 million from available one-time funds.

Rancho Santiago Community College District
Unrestricted General Fund Summary
2022/23 Tentative Budget Assumptions
March 1, 2022

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 5.33%	\$9,791,339	
B	Growth	\$0	
B	Deficit Factor (2%) - additional	(\$195,827)	
D	Unrestricted Lottery	\$58,532	
H	Mandates Block Grant	\$0	
I	Non-Resident Tuition	(\$200,000)	
J	Interest Earnings	(\$200,000)	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	\$0	
N	Full-time Faculty Allocation	\$1,062,200	\$958,303 ²
	Total	\$10,316,244	\$958,303

New Expenditures

B	Salary Schedule Increases/Collective Bargaining **	\$8,079,036	
C	Step/Column	\$1,818,921	
D	Health and Welfare/Benefits Increase (3.5%) - Active	\$572,100	
D	Health and Welfare/Benefits - Retirees	\$0	
D	CalSTRS Increase	\$1,657,561	
D	CalPERS Increase	\$1,291,966	
D	State Unemployment (.05% to .20%)	\$177,340	
E	Full Time Faculty Obligation Hires	\$1,627,630	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	(\$565,430)	
G	Decreased Cost of Retiree Health Benefit	(\$2,375,792)	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
II.L	Apprenticeship - SCC	\$0	
L	Other Additional DS/Institutional Costs	\$512,103	
M	SCC ADA Settlement Costs	\$0	\$2,000,000
	Total	\$13,020,435	\$2,000,000
	2022/23 Budget Year Unallocated (Deficit)	(\$2,704,191)	
	2021/22 Structural Unallocated (Deficit)	(\$2,361,566)	
	Total Est. Unallocated (Deficit)	(\$5,065,757) ¹	

SRP Savings/Rightsizing Recap

Beginning Balance 7/1/21 SRP Savings	\$3,433,866
Estimate SRP Savings FY 2021/22	\$4,128,645
One-time Faculty Hiring	\$2,020,503
Estimate Ending Balance 6/30/22	\$9,583,014
Total Est. Unallocated (Deficit) FY 2022/23	(\$5,065,757) ¹
SRP Estimated Savings FY 2022/23	\$5,509,375
FON Penalty (18 x \$86,771)	(\$1,561,878)
FY 2022/23 One-time Full-time Faculty Allocation	\$958,303 ²
Estimate Ending Balance 6/30/23	\$9,423,057

* Reference to budget assumption number

** 5.33% for FARSCCD/CSEA/CEFA/Management

VICE CHANCELLOR OF PEOPLE AND CULTURE
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

POSITION OVERVIEW

The Vice Chancellor, People and Culture directs, scales and innovates all facets of the human resources 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 to establish and sustain a culture of innovation, care, collaboration, and effective communication by operationalizing strategic initiatives and implementing personnel policies that support the mission of student success and the community well-being.
2. Establish and implement people and culture efforts that effectively communicate and support the district's mission and strategic vision.
3. Evaluates and enhances exiting Board Policies, Administrative Regulations, and related policies/procedures.
4. Ensures the principle of inclusion, diversity, equity, and belonging-in 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, mentors team members to ensure daily operation excellence and encourage 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.

VICE CHANCELLOR OF PEOPLE AND CULTURE

JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)

14. Provides leadership for District-wide committees and task forces related to human resources.
15. Serves as a resource for the interpretation and application of state and federal laws and regulations, board policies and regulations, 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:

VICE CHANCELLOR OF ~~HUMAN RESOURCES~~ PEOPLE AND CULTURE

JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

GENERAL RESPONSIBILITIES POSITION OVERVIEW

The Vice Chancellor, People and Culture directs, scales and innovates all facets of the human resources 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.

~~Under the direction of the Chancellor, the Vice Chancellor of Human Resources serves as the Chief Human Resources Officer (CHRO) for the District and is responsible for providing leadership, planning, development, and administration of the District's comprehensive human resources programs. Advises the Chancellor and others on human resources related matters. Serves as the District's Equal Employment Opportunity Officer. Serves as a member of the Chancellor's Cabinet and executive administrative team. Perform other duties and assume other responsibilities as assigned by the Chancellor and Board of Trustees.~~

SPECIFIC RESPONSIBILITIES REPRESENTATIVE DUTIES

HUMAN RESOURCES

1. Leads to establish and sustain a culture of innovation, care, collaboration, and effective communication by operationalizing strategic initiatives and implementing personnel policies that support the mission of student success and the community well-being.
2. Establish and implement people and culture efforts that effectively communicate and support the district's mission and strategic vision.
3. Evaluates and enhances exiting Board Policies, Administrative Regulations, and related policies/procedures.
4. Ensures the principle of inclusion, diversity, equity, and belonging-in 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, mentors team members to ensure daily operation excellence and encourage 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.
14. Provides leadership for District-wide committees and task forces related to human resources.

VICE CHANCELLOR OF ~~HUMAN RESOURCES~~ PEOPLE AND CULTURE

JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)

15. Serves as a resource for the interpretation and application of state and federal laws and regulations, board policies and regulations, and provisions of collective bargaining agreements.
16. Performs other duties as assigned.

~~Provides District-wide leadership for Human Resources planning and policy development to ensure the viability and legality of human resources policies and programs, improve human resource services, and maintain established practices and standards.~~

~~Advises the Chancellor, District managers and employees regarding the interpretation and application of laws, policies and regulations affecting academic and classified personnel, and recommends appropriate new/revised personnel policies and regulations.~~

~~Promotes the principles of diversity, equity, and inclusion in employee recruitment, retention, and advancement practices. Fosters and advances diversity, equity, and inclusion through hiring pools, outreach activities, and professional development.~~

~~Oversees procedures for recruitment, hiring, promotion, job classification, layoff, discipline, salary placement and advancement, compensation, leaves, timely evaluation of employees, and records management.~~

~~Provides for the orientation of new employees and for the on-going professional development of faculty and staff.~~

~~Provides for the on-going training of District managers in areas related to human resources management and employer-employee relations.~~

~~Serves as the District's chief labor negotiator and oversees the processing and resolution of grievances.~~

~~Administers collective bargaining agreements as well as individual employment agreements.~~

~~Ensures District-wide compliance with all legal requirements related to equal employment opportunity and discrimination.~~

~~Consults with both special and general counsel on contract issues, litigation, and compliance issues.~~

~~Supervises the district's workers compensation benefits programs.~~

~~Meets regularly with the governing Board and the Chancellor in closed session to discuss legal settlements and litigation, including employee discipline or dismissal, workers' compensation, and other legal issues within the scope of closed session topics; directs and implements legal settlements and litigation pursuant to Board action.~~

~~Directs and implements legal settlements and litigation involving employee discharge, suits against the District, workers' compensation settlements, and other legal issues.~~

~~Oversees and manages the District's health benefits programs and services for all employees and ensures contractors are accountable and serve in the best interest of the District and its employees. Ensures that high-level, responsive service is provided to current, future, and past employees of the District related to employee benefits, programs, and services.~~

VICE CHANCELLOR OF HUMAN RESOURCES PEOPLE AND CULTURE

JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)

~~Responsible for budget preparation and administration.~~

~~Reviews and evaluates effectiveness of assigned personnel, programs, and services; assures the development and implementation of corrective action, improvements, or additional programs and services as necessary.~~

~~Participates in shared governance activities and supports the shared governance processes.~~

~~Provides leadership for District-wide committees and task forces related to Human Resources.~~

~~Participates in professional organizations and maintains an expert level of understanding of current ideas, research, and practices related to human resources.~~

~~Participates in local, regional, and state activities to promote Rancho Santiago Community College District.~~

~~Performs other duties as may be assigned.~~

RISK MANAGEMENT/EMPLOYEE BENEFITS

~~Oversees the District's Risk Management department including all aspects of employee benefits, workers' compensation, and property/liability insurance.~~

~~Oversees the investigation, processing, and response to complaints of discrimination and harassment. Mediates employee grievances; represents the District in grievance hearings; directs disciplinary actions; intervenes in supervisor/employee relation problems. Receives, investigates, and seeks to resolve employee and student complaints of unlawful discrimination and harassment.~~

~~Interfaces with agencies such as the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights.~~

~~Consults with legal counsel to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.~~

REQUIRED SKILLS AND QUALIFICATIONS

MINIMUM QUALIFICATIONS

EDUCATION 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. with major course work in human resources management, public administration, labor relations, law or other related field.

EXPERIENCE

Five (5) years of increasingly responsible and varied experience in all facets of human resources functions. administering a full range of human resources management programs in a public sector setting, including employment, employer/employee relations, staff training and development, classification and compensation, and

VICE CHANCELLOR OF HUMAN RESOURCES PEOPLE AND CULTURE

JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)

~~negotiating collective bargaining agreements. Demonstrated ability to promote and foster the principle of diversity in employee recruitment, retention, and advancement practices.~~

~~Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.~~

DESIRABLE QUALIFICATIONS

- ~~• Earned doctorate degree in public administration, educational leadership or related field, or earned Juris Doctorate with experience in Labor (Employment) Law, or related fields of law.~~
- ~~• Experience as a Chief Human Resources Officer in a community college district.~~
- ~~• Experience in managing budgets.~~
- ~~• Ability to work effectively in a shared governance environment.~~
- ~~• Ability to work effectively within the state mandate for collective bargaining.~~
- ~~• Experience in performing work as described above in a California public education environment is highly desirable.~~

POSITION REQUIRES KNOWLEDGE OF:

~~Laws, rules, and regulations pertaining to human resources in the California Community College System.~~

~~Principles and practices of management, supervision, and training.~~

~~Principles, practices, and trends in human resource management for public employers.~~

~~Wage and hour administration.~~

~~Classification and compensation methods and practices.~~

~~Human Resources Information Systems, database applications, and related software systems. Word processing, spreadsheets, presentations, databases, and other software programs used in managing complex human resources information.~~

~~Effective communication skills, both written and oral.~~

~~Effective labor relations.~~

~~Effective recruitment and selection practices.~~

POSITION REQUIRES ABILITY TO:

~~Learn the laws, rules, and regulations pertaining to human resources in the California Community College System.~~

~~Establish and maintain effective working relationships with staff at all levels within the organization.~~

~~Effectively interpret, apply communicate complex and detailed concepts to all college groups including administrators, faculty, classified, and the Board of Trustees.~~

VICE CHANCELLOR OF ~~HUMAN RESOURCES~~ PEOPLE AND CULTURE
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)

~~Understand the organizational complexity of a multi-college District.~~

~~Resolve personnel conflicts and personnel disputes in a timely manner.~~

~~Effectively negotiate Collective Bargaining Agreements with employee representatives and administer labor contracts.~~

~~Assure the integrity of the human resources systems and functions.~~

~~Investigate, evaluate, and recommend resolutions to grievances, claims and complaints.~~

~~Interpret and analyze data and apply laws, rules, regulations, and policies.~~

~~Compile data, prepare reports, and present narrative and statistical reports in a concise and comprehensive manner.~~

~~Effectively use and participate in shared decision making through the District's Shared Governance structure.~~

~~Understand and promote collegial conversations.~~

~~Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities.~~

~~Foster and support a district climate that values diversity, equity, and inclusion among students, faculty, staff, and administrators.~~

~~Develop services and programs to support the development and advancement of employees.~~

~~Provide sound and responsive service to both internal and external entities and personnel.~~

~~Consult with legal counsel, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.~~

~~Encourage and support innovation among faculty, staff, and administrators.~~

~~Recruit, select, develop, manage, and evaluate staff.~~

~~Establish goals and strategic plans with identifiable outcomes and measures.~~

~~Develop and manage a budget.~~

~~Collaborate with college leadership to define comprehensive staff development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the District.~~

~~Exercise critical and independent decision making when resolving confidential, difficult situations.~~

VICE CHANCELLOR OF ~~HUMAN RESOURCES~~ PEOPLE AND CULTURE

JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONTINUED)

~~Serve as a strategic partner with the District's administration, the Board of Trustees, faculty and staff to meet the District's mission, objectives, vision, and values.~~

~~Investigate unlawful discrimination including harassment under state and federal laws, including the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and process of adjudicating complaints with administrative agencies and state and federal courts.~~

~~Learn the California community colleges' laws and regulations, Title 5, California retirement systems (STRS and PERS), and the California Education Code.~~

~~REVISED: January 25, 2021~~

~~Board Approved: February 8, 2021~~

**ASSISTANT VICE CHANCELLOR OF PEOPLE AND CULTURE
LEARNING, INNOVATION, WELLNESS, AND EQUITY
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR**

POSITION OVERVIEW

The Assistant Vice Chancellor, People and Culture innovates, delivers, and collaborates on Districtwide people and culture functions related to learning and development, policy/process innovations, and equity compliance/investigations. The Assistant Vice Chancellor will create and bring to life differentiated yet relatable lean learning and development programs, modernized policy and processes, as well as equitable compliance and investigations to ensure belonging. The Assistant Vice Chancellor also serves as the District’s Title IX and Section 504/ADA coordinator and oversees duties encompassing all aspects of U.S. Equal Employment Opportunity Commission (“EEOC”), California Department of Fair Employment and Housing (“DFEH”), U.S. Department of Education Office of Civil Rights (“OCR”), Title IX, Jeanne Clery Act, and related federal/state/local legislations.

REPRESENTATIVE DUTIES

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. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
3. Builds and sustains a performance-based culture focused on setting measurable objectives, engendering accountability, and delivering consistent feedback.
4. Leads, assesses, and mentors team members to ensure daily operations excellence and encourage and inspire creativity.
5. Develops and delivers training programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other people and culture topics.
6. Oversees all District investigations of complaints of discrimination, alternative dispute resolution, EEOC/DFEH responses and State Chancellor’s Office affairs.
7. Recruits, trains and manages investigators, adjudicators, advisors for all Title IX and Equity cases.
8. Conducts intake interviews, investigations, and mediation (as needed).
9. Pens comprehensive reports of findings of fact and recommendations for appropriate remedies within mandatory deadlines.
10. Prepares, in collaboration with various stakeholders, annual statistical reports to state and federal agencies, Chancellor, Presidents, Board of Trustees, and others in the campus community on incidences of sexual offense and claims of discrimination or harassment.
11. Establishes and maintains comprehensive case logs, files and notes.
12. Leads regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
13. Maintains the Title IX website and people and culture social media platforms to publicize campus and community resources.
14. Performs case management services such as sustaining parties’ communications throughout the investigation and resolution process.

**ASSISTANT VICE CHANCELLOR OF PEOPLE AND CULTURE
LEARNING, INNOVATION, WELLNESS, AND EQUITY**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

15. Assesses and takes action to mitigate any potential safety risks.
16. Coordinates and makes referrals for support services and as needed the County Sheriff's Office as well as other authorities.
17. Collaborates with District Public Safety to fulfill the objectives of Clery Compliance and ensure consistent compliance with Student Affairs and the District's Annual Security.
18. Liaisons and innovates with outside counsel to ensure efficiency, accountability, and accuracy.
19. Evaluates and enhances existing Board Policies, Administrative Regulations, and related policies/procedures.
20. Supports and coaches supervisors in developing, delivering, and monitoring Performance Improvement Plans and reviews complaints or concerns from teammates regarding the process.
21. 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.
22. Manages and collaborates with stakeholders on complex risk management, leaves of absences, and accommodation affairs.
23. Collaborates with the Vice Chancellor of People and Culture with annual operating budgets for the department.
24. 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 space.
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 people and culture 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, antiracism, and equal opportunity.
13. Research techniques, data mining practices, and people analytics strategies.

**ASSISTANT VICE CHANCELLOR OF PEOPLE AND CULTURE
LEARNING, INNOVATION, WELLNESS, AND EQUITY**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

14. Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/people and culture software.
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 and strategize with 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. Investigate and/or mediate Title IX, EEO, and related complaints.
6. Spearhead with expedited resolution in various employee relations matters.
7. Audit various people and culture processes, practices, and procedures to ensure alignment and compliance.
8. Analyze situations and make appropriate decisions and/or recommendations.
9. Quickly learn and effectively interpret and apply rules, regulations, and precedents to personnel issues with working solutions.
10. Clearly communicate ideas and recommendations.
11. Write clear and concise reports, presentations, and related communications.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. 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 five (5) years of 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:

**ASSISTANT VICE CHANCELLOR OF PEOPLE AND CULTURE / ~~HUMAN RESOURCES~~
LEARNING, INNOVATION, WELLNESS, AND EQUITY
JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR**

POSITION OVERVIEW

The Assistant Vice Chancellor, People and Culture/~~Human Resources~~ innovates, delivers, and collaborates on Districtwide people and culture functions related to learning and development, policy/process innovations, and equity compliance/investigations. The Assistant Vice Chancellor will create and bring to life differentiated yet relatable lean learning and development programs, modernized policy and processes, as well as equitable compliance and investigations to ensure belonging. The Assistant Vice Chancellor also serves as the District’s Title IX and Section 504/ADA coordinator and oversees duties encompassing all aspects of U.S. Equal Employment Opportunity Commission (“EEOC”), California Department of Fair Employment and Housing (“DFEH”), U.S. Department of Education Office of Civil Rights (“OCR”), Title IX, Jeanne Clery Act, and related federal/state/local legislations. ~~The Assistant Vice Chancellor reports to the Vice Chancellor of Human Resources.~~

REPRESENTATIVE DUTIES

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~~ ~~Collaborates~~ with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
3. Builds and sustains a performance-based culture focused on setting measurable objectives, engendering accountability, and delivering consistent feedback.
4. Leads, assesses, and mentors team members to ensure daily operations excellence and encourage and inspire creativity.
5. Develops and delivers training programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other people and culture topics.
6. Oversees all District investigations of complaints of discrimination, alternative dispute resolution, EEOC/DFEH responses and State Chancellor’s Office affairs.
7. Recruits, trains and manages investigators, adjudicators, advisors for all Title IX and Equity cases.
8. Conducts intake interviews, investigations, and mediation (as needed).
9. Pens comprehensive reports of findings of fact and recommendations for appropriate remedies within mandatory deadlines.
10. Prepares, in collaboration with various stakeholders, annual statistical reports to state and federal agencies, Chancellor, Presidents, Board of Trustees, and others in the campus community on incidences of sexual offense and claims of discrimination or harassment.
11. Establishes and maintains comprehensive case logs, files and notes.
12. Leads regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
13. Maintains the Title IX website and people and culture social media platforms to publicize campus and community resources.
14. Performs case management services such as sustaining parties’ communications throughout the investigation and resolution process.

**ASSISTANT VICE CHANCELLOR OF PEOPLE AND CULTURE / ~~HUMAN RESOURCES~~
LEARNING, INNOVATION, WELLNESS, AND EQUITY**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

15. Assesses and takes action to mitigate any potential safety risks.
16. Coordinates and makes referrals for support services and as needed the County Sheriff's Office as well as other authorities.
17. Collaborates with District Public Safety to fulfill the objectives of Clery Compliance and ensure consistent compliance with Student Affairs and the District's Annual Security.
18. Liaisons and innovates with outside counsel to ensure efficiency, accountability, and accuracy.
19. Evaluates and enhances existing Board Policies, Administrative Regulations, and related policies/procedures.
20. Supports and coaches supervisors in developing, delivering, and monitoring Performance Improvement Plans and reviews complaints or concerns from teammates regarding the process.
21. 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.
22. Manages and collaborates with stakeholders on complex risk management, leaves of absences, and accommodation affairs.
23. Collaborates with the Vice Chancellor of ~~Human Resources~~ People and Culture with annual operating budgets for the department.
24. Performs other duties as assigned. ~~and serves as a backup to the Vice Chancellor of Human Resources.~~

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/~~human resources~~ space.
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~~ people and culture 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, antiracism, and equal opportunity.
13. Research techniques, data mining practices, and people analytics strategies.

**ASSISTANT VICE CHANCELLOR OF PEOPLE AND CULTURE / ~~HUMAN RESOURCES~~
LEARNING, INNOVATION, WELLNESS, AND EQUITY**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

14. Experience with software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/people and culture software.
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 and strategize with 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. Investigate and/or mediate Title IX, EEO, and related complaints.
6. Spearhead with expedited resolution in various employee relations matters.
7. Audit various people and culture processes, practices, and procedures to ensure alignment and compliance.
8. Analyze situations and make appropriate decisions and/or recommendations.
9. Quickly learn and effectively interpret and apply rules, regulations, and precedents to personnel issues with working solutions.
10. Clearly communicate ideas and recommendations.
11. Write clear and concise reports, presentations, and related communications.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. 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 five (5) years of 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:

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

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR

The Vice Chancellor of 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 daily operations excellence and encourage 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-based impact and sustainable results on people and culture operational topics.
10. Liaisons and innovates 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, support 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 response 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.

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

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

19. Provides oversight for return-to work including employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations and FMLA.
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 District-wide 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/human resources space.
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, antiracism, 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.

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

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

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 and strategize with 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. Ability to 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, addresses, 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 alignment 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:

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:

**ASSISTANT VICE CHANCELLOR/HUMAN RESOURCES PEOPLE AND CULTURE
OPERATIONS, INNOVATION, AND BELONGING**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR

GENERAL RESPONSIBILITIES

The Vice Chancellor of 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 mangment, community learning, wellness, and workforce equity/belonging.

Overall responsibility to the Executive Vice Chancellor of Human Resources and Educational Services in all assigned matters pertaining to personnel and employer-employee relations. Overall responsibility for the day-to-day operations of the Human Resources Department and assigned staff, performing other duties as assigned.

SPECIFIC RESPONSIBILITIES 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 exiting Board Policies, Administrative Regulations and related policies/procedures.
5. Serves as a trusted advisor to campus and distric 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 daily operations excellence and encourage 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 and innovates 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.

**ASSISTANT VICE CHANCELLOR/HUMAN RESOURCES PEOPLE AND CULTURE
OPERATIONS, INNOVATION, AND BELONGING**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

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, support 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 response 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.
19. Provides oversight for return-to work including employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations and FMLA.
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 District-wide 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/human resources space.
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.

**ASSISTANT VICE CHANCELLOR/HUMAN RESOURCES PEOPLE AND CULTURE
OPERATIONS, INNOVATION, AND BELONGING**

JOB DESCRIPTION – CLASSIFIED ADMINISTRATOR (CONTINUED)

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, antiracism, 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.
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 and strategize with 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. Ability to 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, addresses, 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 alignment 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:

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:

HUMAN RESOURCES/EMPLOYER-EMPLOYEE RELATIONS

~~Advises Executive Vice Chancellor of Human Resources and Educational Services, District managers and supervisors, and employees regarding the interpretation and application of laws, policies and regulations affecting academic and classified personnel, and drafts proposed new/revised personnel policies and regulations. Monitors the timely completion of performance evaluations of employees, oversees procedures for recruitment, hiring, promotion, job classification, layoff, discipline, salary placement and advancement, orientation of new employees and employment agreements with administrators. Responsible for the investigation/processing and preliminary response to complaints of discrimination and the training of District personnel in areas related to personnel services and employer-employee relations. Responsible for advice, support and/or participation 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 response to claims of unfair labor practices and allegations of contract violations by District.~~

BUDGETING

~~Responsible for timely and accurate preparation, submission and administration of Department budget.~~

PERSONNEL

~~Directly supervises the day to day work and performance of all Department staff and evaluates their performance, providing direction and assistance wherever a need for improvement is identified. Effectively recommends the hiring, promotion, adjustment of grievances, transfer, assignment and discipline of district employees.~~

STUDENTS

~~Responsible for advising, assisting and processing of student discrimination complaints, and grievances against faculty or staff.~~

OTHER PROFESSIONAL RESPONSIBILITIES

~~Significant responsibility for chairing and supervising District wide committees and task forces related to personnel, and other duties and special projects as assigned.~~

ESSENTIAL FUNCTIONS

- ~~A. Ability to acquire, accurately interpret and apply state and federal laws and regulations, District policies, rules and regulations, and provisions of collective bargaining agreement to all aspects of personnel services and employer-employee relations.~~
- ~~B. Supervises the day to day operation of the Department and the timely, accurate and effective delivery of personnel services, risk management functions and submission of related reports.~~
- ~~C. Responsible for investigating and processing personnel and contract disputes, employee grievances and all discrimination complaints against the District and/or its employees.~~

REQUIRED SKILLS AND QUALIFICATIONS

~~**Minimum Qualifications:** Must possess a Bachelor's degree in Human Resources Management, or equivalent in a related field. Substantial, recent experience in personnel services/employer-employee relations. A Master's degree preferred.~~

~~**Required Skills:** Ability to prevent and resolve personnel conflicts and personnel disputes, negotiate agreements~~

~~and employee representatives, investigate, evaluate and recommend resolutions to grievances, claims and complaints, and analyze and apply laws, rules, regulations and policies involving personnel functions.~~

~~Draft Date: 9/19/96~~

~~Approved by the Board: 10/14/96~~

~~pw:1/04~~

DIRECTOR OF PEOPLE AND CULTURE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

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

REPRESENTATIVE DUTIES

1. Proactively partners with stakeholders to influence organizational transformation.
2. Engages in integrated, actionable talent strategies and initiatives that help grow the business 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. Serving as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems, and HRS.
5. Develop and recommend new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's People and Culture employee services projects and programs; oversee the maintenance of the People and Culture Procedures Manual.
6. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
7. Establish and implement People and Culture plans that effectively communicate and support the company's core values, vision, and overall business objectives while paying attention to the impact on employees.
8. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
9. Cultivates and strengthens relationships to implement all People and Culture initiatives and strategies. Provide guidance and input on workforce planning to support business strategy.
10. Analyzes trends and metrics in partnership with the broader cross-functional People and Culture team to develop solutions, programs, and opportunities for learning.
11. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
12. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
13. Operates in a collaborative, positive and open manner - modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
14. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
15. A cultural advocate: proposes/facilitates actions to support employee engagement.
16. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
17. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for district and campus stakeholders.
18. Coaches, supervisors, and leads classified staff in a variety of People and Culture areas.
19. Performs other duties as assigned and serves as a backup to the Vice Chancellor of People and Culture and the Assistant Vice Chancellor of People and Culture.

DIRECTOR OF PEOPLE AND CULTURE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Experience innovating in the People and Culture space through technology and stakeholder collaboration.
3. Applicable sections of California Education Code, Labor Laws, and relevant federal and State legislation as they relate to specific area of responsibility.
4. Experience identifying and building strategic cross-functional partnerships across all levels of the business to understand challenges.
5. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
6. Research techniques and statistics in personnel matters, classification, job analysis, recruitment selection, and benefit administration.
7. Experience with software such as Ellucian Banner/Colleague, NeoGov/Workday, and/or other related HRIS/People and Culture software.
8. High degree of business insight; results-oriented with an ability to work independently.
9. Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.
10. A collaborative partner who acts with a sense of urgency and adapts to a fast-paced and ever-changing environment.

Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
3. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.
4. Show success utilizing employee attraction, engagement, and retention strategies.
5. Gather and analyze data, reason logically and draw valid conclusions.
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 and develop working solutions.
8. Clearly communicate ideas and recommendations.
9. Write clear and concise reports.
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 (2) year of related work experience.

Board Approved:

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 the areas such as organizational design, technology innovation, continuity planning, on-boarding, employee communications, training, performance management, employee relations, total rewards, compliance, labor partnership, and coaching. The Director of People and Culture/~~Human Resources~~ reports to the Assistant Vice Chancellor of ~~Human Resources~~ People and Culture.

REPRESENTATIVE DUTIES

1. Proactively partners with stakeholders to influence organizational transformation.
2. Engages in integrated, actionable talent strategies and initiatives that help grow the business 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. Serving as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems, and HRS.
5. Develop and recommend new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's ~~Human Resources~~ People and Culture employee services projects and programs; oversee the maintenance of the ~~Human Resources~~ People and Culture Procedures Manual.
6. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
7. Establish and implement People and Culture plans that effectively communicate and support the company's core values, vision, and overall business objectives while paying attention to the impact on employees.
8. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
9. Cultivates and strengthens relationships to implement all People and Culture initiatives and strategies. Provide guidance and input on workforce planning to support business strategy.
10. Analyzes trends and metrics in partnership with the broader cross-functional People and Culture team to develop solutions, programs, and opportunities for learning.
11. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
12. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
13. Operates in a collaborative, positive and open manner - modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
14. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
15. A cultural advocate: proposes/facilitates actions to support employee engagement.
16. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
17. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for district and campus stakeholders.
18. Coaches, supervisors, and leads classified staff in a variety of People and Culture areas.
19. Performs other duties as assigned and serves as a backup to the Vice Chancellor of ~~Human Resources~~ People and Culture and the Assistant Vice Chancellor of ~~Human Resources~~ People and Culture.

DIRECTOR OF PEOPLE AND CULTURE /~~HUMAN RESOURCES~~
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Experience innovating in the People and Culture space through technology and stakeholder collaboration.
3. Applicable sections of California Education Code, Labor Laws, and relevant federal and State legislation as they relate to specific area of responsibility.
4. Experience identifying and building strategic cross-functional partnerships across all levels of the business to understand challenges.
5. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
6. Research techniques and statistics in personnel matters, classification, job analysis, recruitment selection, and benefit administration.
7. Experience with software such as Ellucian Banner/Colleague, NeoGov/Workday, and/or other related HRIS/People and Culture software.
8. High degree of business insight; results-oriented with an ability to work independently.
9. Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.
10. A collaborative partner who acts with a sense of urgency and adapts to a fast-paced and ever-changing environment.

Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
3. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.
4. Show success utilizing employee attraction, engagement, and retention strategies.
5. Gather and analyze data, reason logically and draw valid conclusions.
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 and develop working solutions.
8. Clearly communicate ideas and recommendations.
9. Write clear and concise reports.
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 (2) year of related work experience.

Board Approved: _____

**MANAGER OF PEOPLE AND CULTURE
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager of People and Culture innovates, delivers, and collaborates on duties in promulgating the District’s commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically. The Manager serves as the District’s Title IX Investigator, Alternate Title IX Coordinator, Section 504/ADA Deputy Coordinator and supports via duties encompassing all aspects of U.S. Equal Employment Opportunity Commission (“EEOC”), California Department of Fair Employment and Housing (“DFEH”), U.S. Department of Education Office of Civil Rights (“OCR”), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager further ensures the delivery of consistently excellent People and Culture related strategies in areas such as, learning and development, leaves management, process innovation, total rewards, and employee relations.

REPRESENTATIVE DUTIES

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution, and risk management.
4. 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.
5. Conducts thorough and comprehensive investigations to ensure the District’s proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act, the California Code of Regulations Title 5, all other relevant federal, state, and local laws, statutes, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on legislative changes relevant to People and Culture.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents.
8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues.
9. Recommends proactive changes to District policies, procedures, and practices to ensure ongoing commitment to diversity, inclusion, equity, and belonging.
10. Prepares investigative reports regarding EEO/Civil Rights/Title IX complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
11. Collaborates with faculty, staff, and administrators, provides leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District’s commitment to a discrimination and harassment free environment, and a safe climate for all college community members.

**MANAGER OF PEOPLE AND CULTURE
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

12. Innovates and develops, in collaboration with the Assistant Vice Chancellor, People and Culture, learning and development programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX sexual misconduct prevention and awareness, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, unlawful discrimination, and other People and Culture topics.
13. Collaborates in District alternative dispute resolution processes, EEOC/DFEH/OCR responses, and State Chancellor's Office affairs.
14. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District's Office of Diversity, Equity, and Inclusion.
15. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
16. Coaches stakeholders on People practices that will create a highly engaged Culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
17. Collaborates to provide strategies to resolve complex and escalated employee relations affairs.
18. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
19. Operates in a collaborative, positive and open manner - modeling key cultural indicators in their work, team interactions, and relationships with partners and employees.
20. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
21. Proposes and facilitates action to support employee engagement.
22. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
23. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for District and campus stakeholders.
24. Coaches, supervises, and leads classified staff in a variety of People and Culture areas.
25. Performs other duties as assigned and serves as a backup to the Assistant Vice Chancellor of People and Culture.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. 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 Meyer-Miliias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive EEO/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.

**MANAGER OF PEOPLE AND CULTURE
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/People and Culture software.
8. High degree of business insight; results-oriented with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Analyze and strategize with People metrics to guide strategy.
2. Respond to change with strategy and innovation.
3. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
4. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People and Culture initiatives.
5. Show success utilizing employee attraction, engagement, and retention strategies.
6. Gather and analyze data, reason logically and draw valid conclusions.
7. Analyze situations and make appropriate decisions and/or recommendations.
8. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
9. Clearly communicate ideas and recommendations.
10. Write clear, comprehensive and concise reports.
11. Work with and provide direction to other employees in the completion of the day-to-day work.
12. 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 Juris Doctorate from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved:

**MANAGER OF PEOPLE AND CULTURE/~~HUMAN RESOURCES~~
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager of People and Culture innovates, delivers, and collaborates on duties in promulgating the District’s commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically. The Manager serves as the District’s Title IX Investigator, Alternate Title IX Coordinator, Section 504/ADA Deputy Coordinator and supports via duties encompassing all aspects of U.S. Equal Employment Opportunity Commission (“EEOC”), California Department of Fair Employment and Housing (“DFEH”), U.S. Department of Education Office of Civil Rights (“OCR”), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager further ensures the delivery of consistently excellent People and Culture related strategies in areas such as, learning and development, leaves management, process innovation, total rewards, and employee relations. ~~The Manager of People and Culture reports to the Assistant Vice Chancellor of People and Culture/Human Resources.~~

REPRESENTATIVE DUTIES

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution, and risk management.
4. 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.
5. Conducts thorough and comprehensive investigations to ensure the District’s proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act, the California Code of Regulations Title 5, all other relevant federal, state, and local laws, statutes, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on legislative changes relevant to People and Culture.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents.
8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues.
9. Recommends proactive changes to District policies, procedures, and practices to ensure ongoing commitment to diversity, inclusion, equity, and belonging.
10. Prepares investigative reports regarding EEO/Civil Rights/Title IX complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
11. Collaborates with faculty, staff, and administrators, provides leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District’s commitment to a discrimination and harassment free environment, and a safe climate for all college community members.

**MANAGER OF PEOPLE AND CULTURE/~~HUMAN RESOURCES~~
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

12. Innovates and develops, in collaboration with the Assistant Vice Chancellor, People and Culture, learning and development programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as Title IX sexual misconduct prevention and awareness, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, unlawful discrimination, and other People and Culture topics.
13. Collaborates in District alternative dispute resolution processes, EEOC/DFEH/OCR responses, and State Chancellor's Office affairs.
14. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District's Office of Diversity, Equity, and Inclusion.
15. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
16. Coaches stakeholders on People practices that will create a highly engaged Culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
17. Collaborates to provide strategies to resolve complex and escalated employee relations affairs.
18. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
19. Operates in a collaborative, positive and open manner - modeling key cultural indicators in their work, team interactions, and relationships with partners and employees.
20. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
21. Proposes and facilitates action to support employee engagement.
22. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
23. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for District and campus stakeholders.
24. Coaches, supervises, and leads classified staff in a variety of People and Culture areas.
25. Performs other duties as assigned and serves as a backup to the Assistant Vice Chancellor of People and Culture/~~Human Resources~~.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. 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 Meyer-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive EEO/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.

**MANAGER OF PEOPLE AND CULTURE/~~HUMAN RESOURCES~~
EMPLOYEE RELATIONS AND DISTRICT INVESTIGATIONS**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS/People and Culture software.
8. High degree of business insight; results-oriented with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Analyze and strategize with People metrics to guide strategy.
2. Respond to change with strategy and innovation.
3. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
4. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People and Culture initiatives.
5. Show success utilizing employee attraction, engagement, and retention strategies.
6. Gather and analyze data, reason logically and draw valid conclusions.
7. Analyze situations and make appropriate decisions and/or recommendations.
8. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
9. Clearly communicate ideas and recommendations.
10. Write clear, comprehensive and concise reports.
11. Work with and provide direction to other employees in the completion of the day-to-day work.
12. 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 Juris Doctorate from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved:

**MANAGER OF PEOPLE AND CULTURE
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager of People and Culture innovates, delivers, and collaborates on duties in promulgating the District’s commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically. The Manager leads and ensures the delivery of consistently excellent People and Culture related strategies in people and culture operations, talent procurement/development, and innovative project management. The Manager fosters a culture of continuous improvement, providing thought leadership to and influencing change at all levels in the organization.

REPRESENTATIVE DUTIES

1. Innovates as a workforce expert and talent strategist, and work in partnership with executives to address operational, talent, and talent lifecycle-related issues, including change management, organizational development, organizational design and culture, workforce planning, talent growth, development, and coaching.
2. Moves organizational collaborations and partnerships, inspection and continuous improvement of the process steps and systems utilized to identify efficiencies that enable scale.
3. Defines and builds signaling mechanisms to prioritize and manage critical change while bringing key stakeholders along the journey.
4. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
5. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
6. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
7. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution, and risk management.
8. 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.
9. Monitors and informs on legislative changes relevant to People and Culture.
10. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
11. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues.
12. Recommends proactive changes to District policies, procedures, and practices to ensure ongoing commitment to diversity, inclusion, equity, and belonging.
13. Collaborates with faculty, staff, and administrators, provides leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District’s commitment to an equitable process that highlights inclusion and belonging to promote diversity.
14. Innovates and develops, in collaboration with the Assistant Vice Chancellor, People and Culture, learning and development programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as talent strategy, employee coaching, project management, and other People and Culture topics.
15. Participates in collaboration sessions with campus stakeholders and the District’s Office of Diversity, Equity, and Inclusion.
16. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.

**MANAGER OF PEOPLE AND CULTURE
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

17. Coaches stakeholders on People practices that will create a highly engaged Culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
18. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
19. Operates in a collaborative, positive and open manner - modeling key cultural indicators in their work, team interactions, and relationships with partners and employees.
20. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
21. Proposes and facilitates action to support employee engagement.
22. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
23. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for District and campus stakeholders.
24. Leads, coaches, supervises, and leads classified staff in a variety of People and Culture areas.
25. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, 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.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive human resources program.
5. Exceptional project management agile scrum/six sigma black belt skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
6. High level of stakeholder service-centricity and organizational empathy.
7. Proven practices and strategies for major functional areas such as program and product to enhance the efficiency and quality of our talent procurement and retention tools and processes.
8. Innovative strategies to build and effectively delivering an inclusion, diversity, equity, and belonging recruitment strategy from the ground up, including design of roadmaps to lead incremental progress towards long-term vision and goals.
9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
10. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/People and Culture software.
11. High degree of business insight; results-oriented with an ability to work independently.
12. Strategies identifying and building cross-functional partnerships to understand challenges.

**MANAGER OF PEOPLE AND CULTURE
OPERATIONS, TALENT, AND PROJECT MANAGEMENT
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with People metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small team and large, cross-functional environments.
8. Exhibit strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People and Culture initiatives.
9. Show success utilizing employee attraction, engagement, and retention strategies.
10. Gather and analyze data, reason logically and draw valid conclusions.
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, comprehensive and concise reports.
15. Work with and provide direction to other employees in the completion of the day-to-day work.
16. 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 Juris Doctorate from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: February 28, 2022

**MANAGER OF PEOPLE AND CULTURE/~~HUMAN RESOURCES~~
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Manager of People and Culture innovates, delivers, and collaborates on duties in promulgating the District’s commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically. The Manager leads and ensures the delivery of consistently excellent People and Culture related strategies in people and culture operations, talent procurement/development, and innovative project management. The Manager fosters a culture of continuous improvement, providing thought leadership to and influencing change at all levels in the organization. ~~The Manager of People and Culture reports to the Director of People and Culture/Human Resources.~~

REPRESENTATIVE DUTIES

1. Innovates as a workforce expert and talent strategist, and work in partnership with executives to address operational, talent, and talent lifecycle-related issues, including change management, organizational development, organizational design and culture, workforce planning, talent growth, development, and coaching.
2. Moves organizational collaborations and partnerships, inspection and continuous improvement of the process steps and systems utilized to identify efficiencies that enable scale.
3. Defines and builds signaling mechanisms to prioritize and manage critical change while bringing key stakeholders along the journey.
4. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
5. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
6. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
7. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning and development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution, and risk management.
8. 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.
9. Monitors and informs on legislative changes relevant to People and Culture.
10. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
11. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues.
12. Recommends proactive changes to District policies, procedures, and practices to ensure ongoing commitment to diversity, inclusion, equity, and belonging.
13. Collaborates with faculty, staff, and administrators, provides leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District’s commitment to an equitable process that highlights inclusion and belonging to promote diversity.
14. Innovates and develops, in collaboration with the Assistant Vice Chancellor, People and Culture, learning and development programs that are tailored around lean 80/20 learning with research-based impact and sustainable results on topics such as talent strategy, employee coaching, project management, and other People and Culture topics.

**MANAGER OF PEOPLE AND CULTURE/~~HUMAN RESOURCES~~
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

15. Participates in collaboration sessions with campus stakeholders and the District's Office of Diversity, Equity, and Inclusion.
16. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
17. Coaches stakeholders on People practices that will create a highly engaged Culture of high performance; delivers management coaching and training where needed to front-line managers and senior leaders.
18. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
19. Operates in a collaborative, positive and open manner - modeling key cultural indicators in their work, team interactions, and relationships with partners and employees.
20. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
21. Proposes and facilitates action to support employee engagement.
22. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
23. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for District and campus stakeholders.
24. Leads, coaches, supervises, and leads classified staff in a variety of People and Culture areas.
25. Performs other duties as assigned. ~~and serves as a backup to the Director of People and Culture/Human Resources.~~

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, 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.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive human resources program.
5. Exceptional project management agile scrum/six sigma black belt skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
6. High level of stakeholder service-centricity and organizational empathy.
7. Proven practices and strategies for major functional areas such as program and product to enhance the efficiency and quality of our talent procurement and retention tools and processes.
8. Innovative strategies to build and effectively delivering an inclusion, diversity, equity, and belonging recruitment strategy from the ground up, including design of roadmaps to lead incremental progress towards long-term vision and goals.
9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.

**MANAGER OF PEOPLE AND CULTURE/~~HUMAN RESOURCES~~
OPERATIONS, TALENT, AND PROJECT MANAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

10. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/People and Culture software.
11. High degree of business insight; results-oriented with an ability to work independently.
12. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with People metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small team and large, cross-functional environments.
8. Exhibit strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People and Culture initiatives.
9. Show success utilizing employee attraction, engagement, and retention strategies.
10. Gather and analyze data, reason logically and draw valid conclusions.
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, comprehensive and concise reports.
15. Work with and provide direction to other employees in the completion of the day-to-day work.
16. 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 Juris Doctorate from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: _____

SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION - CONFIDENTIAL

POSITION OVERVIEW

The Senior People and Culture Business Partner performs complex and specialized administrative studies and analysis of the People and Culture Department's procedures, policies and precedents related to personnel, recruitment, classification, compensation, benefits and other human resources functions for all employees. The position performs at all full journey level, making independent recommendations and conducting independent research of factual and procedural questions for the solution of a full range of human resources related issues. The Senior People and Culture Business Partner reports and performs their duties under the general supervision of the People and Culture Manager, and may direct the work of hourly employees and staff in People and Culture.

REPRESENTATIVE DUTIES

1. Assist and supports high-level People and Culture projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Represents the District as a business partner to colleges and campuses.
3. Provides recommendations in the interpretation and application of policies, procedures, regulations, memorandum of understanding and collective bargaining agreements.
4. Reviews, evaluates and facilitates the processing of hiring documents of new employees.
5. Provides information to district employees about people and culture regulations, procedures, benefits and forms.
6. Serves as liaison between People and Culture and Payroll in ensuring that operations need are met.
7. Assists in the implementation of multi-stakeholder onboarding programs, employee lifecycle programs, technology programs, and other programs as required.
8. Maintains, prepares and reports appropriate people and culture items for the human resources docket.
9. Analyzes and makes recommendations concerning operational and technical matters in specified areas of People and Culture; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
10. Provides analysis and serves as a reference source in the interpretation, application, and compliance of county, state, and federal regulations and guides concerning employment and human resources administration.
11. Serves as a technical expert within specialized areas of People and Culture and develop new or revised methods of meeting problems within different levels, sensitivity, or dynamics.
12. Prepares written recommendations and submits them for review with investigative, factual, and analytical data in appropriate format.
13. Researches, compiles and presents data surveys and reports related to assigned group of employees.
14. Assists and supports in the preparation, maintenance, and analysis of confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
15. Responds, advises, and provides consultations to requests/inquiries from employees, the public and/or outside agencies.
16. Coordinates team projects or independently carry out special assignments under general supervision.
17. Communicates orally or in writing, utilizing data, graphic representations, or reference information, with other Business Partners, Administrators, other staff, and the public regarding People and Culture related questions or topics.
18. Represents People and Culture in meetings, hearings, conferences, workshops, or negotiations as assigned.
19. Assists in the orientation, onboarding, or training of new or existing District employees or faculty as assigned.
20. Researches and analyzes employee assignments to ensure compliance with the Education Code and District Administrative Regulations.

SENIOR PEOPLE AND CULTURE BUSINESS PARTNER
JOB DESCRIPTION - CONFIDENTIAL

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of human resources programs, practices, and techniques.
3. Project management principles and implementation of People and Culture processes, procedures, and policies
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/People and Culture software.
5. General personnel, recruitment and class practices and procedures.
6. Employee selection systems, affirmative action activities, and employee benefits desirable.
7. Office machines, filing systems, and records checking.
8. Modern office practices and procedures.

Ability to:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clear communicate ideas and recommendations.
5. Write and provide comprehensive reports clearly and concisely.
6. Display independent analytical capabilities and a process improvement mentality.
7. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
8. Collaborate in both small team and large, cross-functional environments.
9. Gather and analyze data, reason logically and draw valid conclusions.
10. Analyze situations, and make appropriate decisions and/or recommendations.
11. Work with and provide direction to other employees in the completion of the day-to-day work.
12. Excel in an ever-changing environment using an ambitious mindset.
13. Maintain confidentiality of non-public information.

MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two (2) years recent experience in personnel involving the interpretation of laws and policies.

Board Approved:

HUMAN RESOURCES ANALYST
SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION - CONFIDENTIAL

CLASS SUMMARY POSITION OVERVIEW

The Senior People and Culture Business Partner performs complex and specialized administrative studies and analysis of the People and Culture Department's procedures, policies and precedents related to personnel, recruitment, classification, compensation, benefits and other human resources functions for all employees. The position performs at all full journey level, making independent recommendations and conducting independent research of factual and procedural questions for the solution of a full range of human resources related issues. The Senior People and Culture Business Partner reports and performs their duties under the general supervision of the People and Culture Manager, and may direct the work of hourly employees and staff in People and Culture.

Under general direction, coordinates, plans, develops, implements and is responsible for conducting the full range of functions associated with the major human resources program areas including employment, classification and compensation, benefits, human resources information systems and employee records for all employees; responsible for interpretation and application of policies, procedures, regulations, and collective bargaining agreements; prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.

REPRESENTATIVE DUTIES

1. Assist and supports high-level People and Culture projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Represents the District as a business partner to colleges and campuses.
3. Provides recommendations in the interpretation and application of policies, procedures, regulations, memorandum of understanding and collective bargaining agreements.
4. Reviews, evaluates and facilitates the processing of hiring documents of new employees.
5. Provides information to district employees about people and culture regulations, procedures, benefits and forms.
6. Serves as liaison between People and Culture and Payroll in ensuring that operations need are met.
7. Assists in the implementation of multi-stakeholder onboarding programs, employee lifecycle programs, technology programs, and other programs as required.
8. Maintains, prepares and reports appropriate people and culture items for the human resources docket.
9. Analyzes and makes recommendations concerning operational and technical matters in specified areas of People and Culture; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
10. Provides analysis and serves as a reference source in the interpretation, application, and compliance of county, state, and federal regulations and guides concerning employment and human resources administration.
11. Serves as a technical expert within specialized areas of People and Culture and develop new or revised methods of meeting problems within different levels, sensitivity, or dynamics.
12. Prepares written recommendations and submits them for review with investigative, factual, and analytical data in appropriate format.
13. Researches, compiles and presents data surveys and reports related to assigned group of employees.

HUMAN RESOURCES ANALYST
SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION - CONFIDENTIAL (CONTINUED)

14. Assists and supports in the preparation, maintenance, and analysis of confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
15. Responds, advises, and provides consultations to requests/inquiries from employees, the public and/or outside agencies.
16. Coordinates team projects or independently carry out special assignments under general supervision.
17. Communicates orally or in writing, utilizing data, graphic representations, or reference information, with other Business Partners, Administrators, other staff, and the public regarding People and Culture related questions or topics.
18. Represents People and Culture in meetings, hearings, conferences, workshops, or negotiations as assigned.
19. Assists in the orientation, onboarding, or training of new or existing District employees or faculty as assigned.
20. Researches and analyzes employee assignments to ensure compliance with the Education Code and District Administrative Regulations.

~~Prepares through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as resource person and participant in collective bargaining on behalf of the District as a Confidential employee; processes hiring, changes in salary, assignment, terminations, and leaves of absence for all district employees; responsible for accurate determination of employee compensation to include complex calculations of multiple variations in individual salary adjustments and eligibility for benefits; researches and resolves discrepancies in employee compensation and benefits; serves as liaison between human resources and payroll; calculates salary schedules per appropriate bargaining unit agreements; audits permission to enroll forms, transcripts, and supporting documents to determine eligibility for professional growth and change of class increments; coordinates layoff process and rehire activities by maintaining seniority and rehire lists, calculating seniority hours, determining displacement order and advising employees of rights by applying appropriate Education Code and collective bargaining agreement rules and procedures; reviews and maintains accuracy of organizational charts, requisitions, authorized lists and the job classification structure of the college to ensure position control; assists in the preparation of class specifications and analyzes employee classification appeals; provides support in the application of the Hay classification system; maintains point totals and profiles for each class specification; conducts and responds to detailed surveys regarding salary, fringe benefits, job descriptions, and related studies; reviews and certifies staff minimum qualifications and faculty service areas; researches and analyzes employee assignments to ensure that Education Code and district limitations are not exceeded; answers questions concerning the nature of vacancies within the District; serves as a primary reference source to interpret and apply complex personnel laws, policies, procedures, regulations, and collective bargaining agreements; responds to requests/inquiries from employees, the public and/or outside agencies; meets with employees and management to provide guidance on issues which require a high level of technical skill in and a thorough knowledge of the major human resources program areas; maintains security and controls access to personnel files; responsible for completion and processing of employment documents in accordance with federal and state laws; prepares and maintains information for county, state, and federal reports; responsible for appropriate human resources items and attachments for the Human Resources docket; implements and maintains the automated human resources information system (HRIS); coordinates with Information Technologies Services staff in the development and enhancement of new and existing programs, screens, and reports; maintains accuracy and integrity of personnel information in the HRIS; serves on district committees representing Human Resources; attends and participates in meetings and conferences; conduct special studies to facilitate human resource planning; assists in the development and implementation of human resources policies, procedures, forms and systems; reviews and evaluates procedures, methods, and needs, and recommends~~

HUMAN RESOURCES ANALYST
SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION - CONFIDENTIAL (CONTINUED)

~~improvements and modifications; coordinates and directs the work of staff and hourly personnel; coordinates, plans, and implements human resources communications, projects, and activities with other district departments, vendors, and outside organizations, makes presentations as appropriate.~~

KNOWLEDGE AND ABILITIES

KNOWLEDGE:

1. Applicable sections of California Education Code, Title 5; Americans with Disabilities Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of human resources programs, practices, and techniques.
3. Project management principles and implementation of People and Culture processes, procedures, and policies
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/People and Culture software.
5. General personnel, recruitment and class practices and procedures.
6. Employee selection systems, affirmative action activities, and employee benefits desirable.
7. Office machines, filing systems, and records checking.
8. Modern office practices and procedures.

ABILITIES:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clear communicate ideas and recommendations.
5. Write and provide comprehensive reports clearly and concisely.
6. Display independent analytical capabilities and a process improvement mentality.
7. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
8. Collaborate in both small team and large, cross-functional environments.
9. Gather and analyze data, reason logically and draw valid conclusions.
10. Analyze situations, and make appropriate decisions and/or recommendations.
11. Work with and provide direction to other employees in the completion of the day-to-day work.
12. Excel in an ever-changing environment using an ambitious mindset.
13. Maintain confidentiality of non-public information.

ORGANIZATIONAL RELATIONSHIPS

~~This position is designated as a Confidential employee and works with all levels of management in Human Resources. This position reviews and makes recommendations on individual case decisions when policy matters or precedents are involved. The judgment and recommendations of the Human Resources Analyst are relied upon significantly in the final decisions regarding specific personnel issues. This position coordinates and provides direction to other employees in Human Resources.~~

HUMAN RESOURCES ANALYST
SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION - CONFIDENTIAL (CONTINUED)

~~improvements and modifications; coordinates and directs the work of staff and hourly personnel; coordinates, plans, and implements human resources communications, projects, and activities with other district departments, vendors, and outside organizations, makes presentations as appropriate.~~

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

~~A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two years recent experience in personnel involving the interpretation of laws and policies.~~

Knowledge and Abilities

~~Thorough knowledge of: the principles and practices of personnel management; research techniques and statistics in personnel matters; classification and job analysis, employment, benefits administration, human resources information systems including software packages for personnel, word processing, spreadsheets and databases.~~

~~Ability to: gather and analyze data; reason logically and draw valid conclusions; analyze situations and make appropriate decisions; learn and effectively interpret and apply complex laws, contract language, rules, regulations, policies and precedents to personnel problems and develop working solutions; clearly communicate ideas and recommendations; write clear and concise reports; may provide direction to Human Resources staff in the completion of day to day work; organize programs and work; establish and maintain cooperative working relationships; use computerized records, statistical packages and spreadsheets; maintain confidentiality of non-public information.~~

MINIMUM QUALIFICATIONS

Education and Experience

~~A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two (2) years recent experience in personnel involving the interpretation of laws and policies.~~

PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION – CLASSIFIED

POSITION OVERVIEW

The People and Culture Business Partner, performs specialized work and administers duties requiring detailed knowledge of the People and Culture Department's procedures, policies and precedents relative to personnel records, employee recruitment, at journey level, making recommendations and conducting research of factual and procedural questions for the solution of a range of people and culture issues under general guidance and supervision. This class reports to the appropriate people and culture manager, and may direct the work of hourly employees and staff in People and Culture.

REPRESENTATIVE DUTIES

1. Accepts and reviews hiring documents of new employees.
2. Informs district employees about people and culture regulations, procedures, benefits and forms.
3. Serves as liaison between People and Culture and Payroll.
4. Assumes responsibility for special projects;
5. Responsible for appropriate people and culture items for the human resources docket.
6. Researches, compiles and presents data surveys and reports related to assigned group of employees.
7. Prepares and types correspondence.
8. Maintains files relative to specialized area of responsibility.
9. Serves as reference source to interpret and apply complex personnel laws, policies, procedures and regulations.
10. Responds to requests/inquiries from employees, the public and/or outside agencies.
11. Orders office supplies and forms.
12. Updates and maintains data on various human resources information systems.
13. Gives out information at a public counter.
14. Answers telephone inquiries.
15. Prepares and distributes information on various regulations.
16. Composes and distributes a variety of people and culture information to staff members.
17. Tracks and monitors hepatitis B and tuberculosis testing in compliance with Education Code and Cal-OSHA regulations.
18. Notifies employees of need to update work authorizations.
19. Oversees fingerprinting and criminal history reports; notifies and monitors employees who must be reprinted.
20. Bills the appropriate department for fingerprinting costs and verifies appropriate account numbers are being used.
21. Notifies Assistant Vice Chancellor of People and Culture of any employees with criminal history reports.
22. Operates office machines, including a computer with appropriate software.
23. Reviews independent contractor agreements to meet federal guidelines.
24. Responsible for completion and processing of employment documents in accordance with federal and state laws.
25. Prepares and is responsible for dissemination and completion of appropriate employment documents.
26. Accepts and verifies authenticity of documents for employment eligibility.
27. Processes, reviews, tracks, monitors and maintains I-9 authorization forms in compliance with regulations.
28. Prepares written and verbal verifications of employment, verifications of work experience and unemployment insurance.
29. Processes hiring, changes in salary assignment, terminations, step increases and column changes for academic hourly employees.

PEOPLE AND CULTURE BUSINESS PARTNER
JOB DESCRIPTION – CLASSIFIED (CONTINUED)

30. Responsible for notification of required documentation and ensuring compliance with minimum qualifications for faculty.
31. Researches and analyzes employee assignments to ensure Education Code and district limitation are not exceeded.
32. Prepares and distributes recruitment material.
33. Coordinates the travel arrangements and reimbursement for out-of-town applicants.
34. Places ads in defined recruitment areas.
35. Participates in recruitment efforts including job fairs.
36. Accepts and screens applications in accordance with qualification specifications.
37. Assembles and prepares selection packets to be used by the screening and interviewing committees.
38. Monitors selection progress and deadlines.
39. Maintains and updates the applicant tracking system and people and culture website.
40. Coordinates the scheduling of interviews and special testing.
41. Maintains clerical applicant pool for substitute positions.
42. Performs clerical tasks related to assigned area.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Proper English usage, spelling, vocabulary and grammar.
2. Basic arithmetic.
3. Employee selection systems, affirmative action activities, and employee benefits desirable.
4. Officemachines, filing systems and records checking.
5. Modern office practices and procedures.

Ability to:

1. Follow written and oral directions.
2. Learn and apply specialized procedures.
3. Establish and maintain effective and cooperative working relationships.
4. Learn and support other positions.
5. Make decisions regarding personnel transactions in accordance with laws, regulations, and established procedures, while recognizing those issues which should be referred to the supervisor or administrator;
6. Work independently.
7. Operate a variety of office machines including a computer and appropriate software.

MINIMUM QUALIFICATIONS

Any combination of training and/or experience equivalent to an AA degree and three years of progressively responsible office experience, including one year involving some independent responsibility for a human resources program or activity.

Board Approved:

~~HUMAN RESOURCES TECHNICIAN~~
~~PEOPLE AND CULTURE BUSINESS PARTNER~~

JOB DESCRIPTION – CLASSIFIED

~~CLASS SUMMARY~~ POSITION OVERVIEW

The People and Culture Business Partner ~~Under general direction,~~ performs ~~difficult and~~ specialized ~~human resources~~ work ~~and administers duties~~ requiring detailed knowledge of the ~~Human Resources~~ People and Culture Department's procedures, policies and precedents relative to personnel records, employee recruitment, ~~at journey level, making recommendations and conducting research of factual and procedural questions for the solution of a range of people and culture issues under general guidance and supervision.~~ This class reports to the appropriate ~~people and culture manager, and may direct the work of hourly employees and staff in People and Culture. and human resources programs. Performs related duties as required.~~

REPRESENTATIVE DUTIES

1. Accepts and reviews hiring documents of new employees.
2. Informs district employees about ~~human resources~~ people and culture regulations, procedures, benefits and forms.
3. Serves as liaison between ~~human resources~~ People and Culture and Payroll.
4. Assumes responsibility for special projects;
5. Responsible for appropriate ~~human resources~~ people and culture items for the human resources docket.
6. Researches, compiles and presents data surveys and reports related to assigned group of employees.
7. Prepares and types correspondence.
8. Maintains files relative to specialized area of responsibility.
9. Serves as reference source to interpret and apply complex personnel laws, policies, procedures and regulations.
10. Responds to requests/inquiries from employees, the public and/or outside agencies.
11. Orders office supplies and forms.
12. Updates and maintains data on various human resources information systems.
13. Gives out information at a public counter.
14. Answers telephone inquiries.
15. ~~Prepares correspondence pertaining to the assigned area;~~
16. Prepares and distributes information on various regulations.
17. Composes and distributes a variety of ~~human resources~~ people and culture information to staff members.
18. Tracks and monitors hepatitis B and tuberculosis testing in compliance with Education Code and Cal-OSHA regulations.
19. Notifies employees of need to update work authorizations.
20. Oversees fingerprinting and criminal history reports; notifies and monitors employees who must be reprinted.
21. Bills the appropriate department for fingerprinting costs and verifies appropriate account numbers are being used.
22. Notifies Assistant Vice Chancellor of ~~Human Resources~~ People and Culture of any employees with criminal history reports.
23. Operates office machines, including a computer with appropriate software.
24. Reviews ~~and monitors~~ independent contractor agreements to meet federal guidelines.
25. Responsible for completion and processing of employment documents in accordance with federal and state laws.
26. Prepares and is responsible for dissemination and completion of appropriate employment documents.
27. Accepts and verifies authenticity of documents for employment eligibility.

HUMAN RESOURCES TECHNICIAN
PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION – CLASSIFIED (CONTINUED)

28. Processes, reviews, tracks, monitors and maintains I-9 authorization forms in compliance with regulations.
29. Prepares written and verbal verifications of employment, verifications of work experience and unemployment insurance.
30. Processes hiring, changes in salary assignment, terminations, step increases and column changes for academic hourly employees.
31. Responsible for notification of required documentation and ensuring compliance with minimum qualifications for faculty.
32. Researches and analyzes employee assignments to ensure Education Code and district limitation are not exceeded.
33. Prepares and distributes recruitment material.
34. Coordinates the travel arrangements and reimbursement for out-of-town applicants.
35. Places ads in defined recruitment areas.
36. Participates in recruitment efforts including job fairs.
37. Accepts and screens applications in accordance with qualification specifications.
38. Assembles and prepares selection packets to be used by the screening and interviewing committees.
39. Monitors selection progress and deadlines.
40. ~~Schedules, administers and maintains tests;~~
41. Maintains and updates the applicant tracking system and ~~human resources~~ people and culture website.
42. Coordinates the scheduling of interviews and special testing.
43. Maintains clerical applicant pool for ~~part-time~~ substitute positions.
44. Performs clerical tasks related to assigned area.
45. ~~Directs the work of hourly staff and substitutes.~~

ORGANIZATIONAL RELATIONSHIPS

~~This class reports to the appropriate human resources manager. This position is responsible for resolving factual or procedural questions and may direct the work of hourly employees and staffing Human Resources.~~

DESIRABLE QUALIFICATIONS GUIDE KNOWLEDGE AND ABILITIES

Training and Experience

~~Any combination of training and/or experience equivalent to an AA degree and three years of progressively responsible office experience, including one year involving some independent responsibility for a human resources program or activity.~~

Knowledge and Abilities

Knowledge of:

1. Proper English usage, spelling, vocabulary and grammar.
2. Basic arithmetic.
3. Employee selection systems, affirmative action activities, and employee benefits desirable.
4. Office machines, filing systems and records checking.
5. Modern office practices and procedures.

~~Familiarity with: general personnel practices and procedures.~~

~~HUMAN RESOURCES TECHNICIAN~~
~~PEOPLE AND CULTURE BUSINESS PARTNER~~

JOB DESCRIPTION – CLASSIFIED (CONTINUED)

Ability to:

1. Follow written and oral directions.
2. Learn and apply specialized procedures.
3. Establish and maintain effective and cooperative working relationships.
4. Learn and support other positions.
5. Make decisions regarding personnel transactions in accordance with laws, regulations, and established procedures, while recognizing those issues which should be referred to the supervisor or administrator;
6. Work independently.
7. Operate a variety of office machines including a computer and appropriate software.

~~Skills: Must complete keyboarding and software skills evaluation. Screening Committee will use results as one of the selection criteria.~~

MINIMUM QUALIFICATIONS

Any combination of training and/or experience equivalent to an AA degree and three years of progressively responsible office experience, including one year involving some independent responsibility for a human resources program or activity.

MANAGER OF ENTERPRISE APPLICATIONS
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Under general direction, manages and coordinates development and support for enterprise software applications; plans, organizes, supervises and directs the activities of an applications development and systems programming section of professional staff; ensures the effective planning and completion of multiple software projects of varying size and scope to meet business area requirements; manages the planning, analysis, design, conversion, testing, implementation, and operation of enterprise applications; drives innovation and oversees software architecture design and integration with third-party applications; assumes and performs related duties and responsibilities as required. This position reports to the designated Information Technology Services supervisor or administrator.

REPRESENTATIVE DUTIES

- 1) Provides hands-on leadership in the design, development, support, and implementation of software applications.
- 2) Provides scope and prioritization on work assignments, paying strong attention to detail and deadlines.
- 3) Assigns, trains, evaluates and supervises staff.
- 4) Coordinates applications/database support and development activities through direct and indirect staff as well as contracted services.
- 5) Performs systems analysis and project management activities that include planning, designing, implementing, and maintaining districtwide business applications and reporting systems.
- 6) Follows development standards methodology based on best practices that accommodates changing business priorities.
- 7) Utilizes and promotes the use of enterprise tools and development/support standards, guidelines for security and accuracy of application software systems.
- 8) Manages, monitors, and maintains system integrity including Enterprise Resource Planning (ERP)/Student Information System (SIS), Learning Management System (LMS), business intelligence, reporting and other enterprise systems.
- 9) Communicates with personnel from a variety of departments including staff, faculty, administrators and various vendors and researchers to exchange information concerning existing and proposed application systems and to gather and document business requirements.
- 10) Represents the department on committees and workgroups and attends meetings related to district's application operations.
- 11) Leads in the development of technical specifications for services, technology and information systems.
- 12) Conducts process analysis, and drafts conceptual designs.
- 13) Ensures that team members are responding to, and troubleshooting reported problems pertaining to application performance and reliability.
- 14) Identifies the root cause of issues and develops and implements an approved approach for resolution.
- 15) Recommends funding and procurement of information systems enhancements.
- 16) Performs advanced programming tasks on development projects.
- 17) Provides technical assistance and guidance to staff assigned to work on application operations.
- 18) Leads the development of appropriate programs in accordance with user requirements and assures that documentation and training materials provide an adequate basis for system use.
- 19) Attends conferences, seminars and trainings to keep up with the industry in regard to the district's application software.

MANAGER OF ENTERPRISE APPLICATIONS
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

KNOWLEDGE AND ABILITIES

Knowledge of:

- 1) System design, development, implementation and application support and troubleshooting principles and practices.
- 2) Understanding of database management principles and practices.
- 3) Project management principles, advanced systems analysis methods and techniques of IT applications and development such as Agile Software Development and Scrum principles.
- 4) Understanding of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting.
- 5) ERP/SIS, LMS, CRM, and CMS applications business and back office applications, preferably used in an educational environment.
- 6) Understanding of Forms and Reports Relational Database programming, ODBS and API data access.
- 7) Experience developing and implementing standard operating procedures.

Ability to:

- 1) Act as a lead programmer, senior developer, project manager or technical supervisor.
- 2) Programming capabilities using object-oriented computer languages and ability to support complex relational database management systems.
- 3) Ability to evaluate and design new systems and apply them to new or existing business processes, while facilitating staff and end user training.
- 4) Ability to provide excellent customer service, manage enterprise-wide application system projects and communicate technical information to a non-technical audience.
- 5) Capability to support public and private cloud computing environments and develop automated business systems.
- 6) Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- 7) Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff.
- 8) Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy.
- 9) Exhibit proficiency in clear and concise verbal and written communication.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Information Technology, Computer Science, Business Administration, Business Systems Computer Science, or a related field and five years of increasingly responsible experience with application development/database reporting, enterprise information systems, system or data architecture, formal software development methodologies.

Board Approval:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM**

Number # 1275b
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office - Business Services - Fiscal Services

Manager/Supervisor: Adam M. O'Connor, Assistant Vice Chancellor

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Senior Account Analyst, Accounting - Vacant (Andrade Cortes)	Remove position
Senior Account Clerk, Budget & Disb. Svcs. - Vacant (Celia Perez)	Remove position
none	New position: Senior Accountant, Accounting
none	New position: Senior Accountant, Accounts Payable
Transfer from: Senior Account Clerk, Accounts Payable (Esmeralda Torres)	Transfer to: Senior Account Clerk, Payroll (Esmeralda Torres)

Current annual salary/benefits cost \$ Fund 11: \$147,190.48 Fund 12: \$118,735.62 Proposed annual salary/benefits cost \$ Fund 11: \$121,032.80 Fund 12: \$121,032.80

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): Funds 11 & 12: 0000-672000-54212 / 54213 / 54215-2130

(Attach necessary budget change forms)

Reason for reorganization:

Reorganization to better align duties. See attached for details.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division?

No Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): Iris I. Ingram, Vice Chancellor, Business Services

Date: _____

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> Chengyu Hou (Mar 1, 2022 11:16 PST)	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> Adam O'Connor (Mar 1, 2022 11:50 PST)
<u>[Signature]</u> SJ	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> Marvin Martinez (Mar 2, 2022 11:56 PST)
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Fiscal Services Recommended Reorganization

February 24, 2022

Eliminate Vacant Senior Account Clerk (Range 12), Accounts Payable – Fund 12

Eliminate Vacant Senior Account Analyst (Range 19), Accounting – Fund 11

Add Senior Accountant (Range 15), Accounting Department – Fund 12 (hired subject to grant funding through at least 2026)

Grants accounting (several)

Posting payroll

Coding weekly cash receipts

Banked LHE & withdrawal JEs

Effort Certification prep

Assist with yearly GASB 87 analysis

Prepare fixed asset schedules (move task from Facilities Sr. Accountant)

Add Senior Accountant (Range 15), Accounts Payable – Fund 11

Vouchering for AP

Vouchering for Fund 89 (including some Fund 89 accounting)

Review of AP vouchers

AP Accruals and Prepaids

Vendor TIN matching

Reconcile and issue annual 1099s

Bank Reconciliations

Backup for current AP Sr. Accountant

ITS projects advocate for both AP and Payroll

Transfer Senior Account Clerk (Torres) from Accounts Payable to Payroll

All Verification of Employment (VOE's)

All EED benefit Audit forms, Disability forms

Process Classified timesheets (student workers and criminal justice)

Process Certificated Criminal Justice and Fire Academy timesheets (gradually we could increase to additional timesheets from OEC/CEC)

Post part-time absence requests for CE and CL employees

Research past files for PERS and STRS forms or Employee inquiries.

Daily Mailroom pickup and delivery

Scanning

Other clerical duties as needed

Fund 12 additional cost of \$2,297

Fund 11 savings of \$26,158

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Accountant		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Binh Dau Grade 15/Step 2	\$ 5,767.083	12	\$ 69,205.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	15,854.86	
SOCIAL SECURITY	6.200%	4,290.71	
MEDICARE	1.450%	1,003.47	
UNEMPLOYMENT	0.500%	346.02	
WORKERS COMP	1.500%	1,038.07	
ACTIVE RET. INS. COST	2.000%	1,384.10	
TOTAL TAX & BENEFIT COST	34.560%	\$ 23,917.23	\$ 23,917.23
TOTAL SALARY & BENEFIT COST			\$ 93,122.23

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 69,205.00	62.28	
MEDICAL INSURANCE (see below)		23,876.34	
TOTAL INSURANCE COST		23,938.62	\$ 23,938.62

TOTAL COST OF POSITION	\$ 118,735.60
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BENEFITS =	\$ 49,530.60
BENEFIT COST AS A PERCENT OF CONTRACT =	71.57%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Account Clerk		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Celia Perez Grade 10/Step 6	\$ 5,444.917	12	\$ 65,339.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	14,969.16	
SOCIAL SECURITY	6.200%	4,051.02	
MEDICARE	1.450%	947.42	
UNEMPLOYMENT	0.500%	326.69	
WORKERS COMP	1.500%	980.08	
ACTIVE RET. INS. COST	2.000%	1,306.78	
TOTAL TAX & BENEFIT COST	34.560%	\$ 22,581.15	\$ 22,581.15
TOTAL SALARY & BENEFIT COST			\$ 87,920.15

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 65,339.00	58.81	
MEDICAL INSURANCE (see below)		28,622.68	
TOTAL INSURANCE COST		28,681.49	\$ 28,681.49

TOTAL COST OF POSITION	\$ 118,276.39
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BENEFITS =	\$ 52,937.39
BENEFIT COST AS A PERCENT OF CONTRACT =	81.02%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Accounting Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Jorge Andrade Cortes Grade 19/Step 3	\$ 7,704.000	12	\$ 92,448.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	21,179.84	
SOCIAL SECURITY	6.200%	5,731.78	
MEDICARE	1.450%	1,340.50	
UNEMPLOYMENT	0.500%	462.24	
WORKERS COMP	1.500%	1,386.72	
ACTIVE RET. INS. COST	2.000%	1,848.96	
TOTAL TAX & BENEFIT COST	34.560%	\$ 31,950.04	\$ 31,950.04
TOTAL SALARY & BENEFIT COST			\$ 124,398.04

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 92,448.00	83.20	
MEDICAL INSURANCE (see below)		21,493.73	
TOTAL INSURANCE COST		21,576.93	\$ 21,576.93

TOTAL COST OF POSITION	\$ 147,649.72
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BENEFITS =	\$ 55,201.72
BENEFIT COST AS A PERCENT OF CONTRACT =	59.71%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior Accountant		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Senior Accountant - Grade 15/Step 3	\$ 6,057.167	12	\$ 72,686.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	16,652.36	
SOCIAL SECURITY	6.200%	4,506.53	
MEDICARE	1.450%	1,053.95	
UNEMPLOYMENT	0.500%	363.43	
WORKERS COMP	1.500%	1,090.29	
ACTIVE RET. INS. COST	2.000%	1,453.72	
TOTAL TAX & BENEFIT COST	34.560%	\$ 25,120.28	\$ 25,120.28
TOTAL SALARY & BENEFIT COST			\$ 97,806.28

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 72,686.00	65.42	
MEDICAL INSURANCE (see below)		21,486.35	
TOTAL INSURANCE COST		21,551.77	\$ 21,551.77

TOTAL COST OF POSITION	\$ 121,032.80
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BENEFITS =	\$ 48,346.80
BENEFIT COST AS A PERCENT OF CONTRACT =	66.51%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

Dau Binh FD 12 cost = \$118,735.62

		STEP/COLUMN													
		FY 2021-22							FY 2021-22						
EMPLOYEE NAME	Wage T.	Position ID	Position Title	p2	amn2	Annual2444	SSNID	TOTAL	Annual A1	PCNT	FL	SP	TOP	DEP	OB
DAU BINH	CSEA FT	SACCT-CF-FACTS4	Senior	15	2	69,204.61	9202503020	69,204.61	69,205	100.0%	12	3481	672000	54212	2130
DAU BINH	STPS					1,500.00	9202503020	1,500.00	1,500	100.0%	12	3481	672000	54212	3915
Total								70,704.61	70,705						
								118,735.62	34.07%						

Celia Perez FD 11 budgeted FY 2021/22 = \$118,276.39

		STEP/COLUMN													
		FY 2021-22							FY 2021-22						
EMPLOYEE NAME	Wage T.	Position ID	Position Title	p2	amn2	Annual2444	SSNID	TOTAL	Annual A1	PCNT	FL	SP	TOP	DEP	OB
PEREZ CELIA	CSEA FT	SACCT-CF-ACLS2	Senior Account	10	6	65,338.50	9201222094	65,338.50	65,339	100.0%	11	0000	672000	54212	2130
PEREZ CELIA	STPS					1,500.00	9201222094	1,500.00	1,500	100.0%	11	0000	672000	54212	3915
Total								66,838.50	66,839						
								118,276.39	34.05%						

Jorge Andrade Cortes budgeted FY 2021/22 = \$147,649.71

		STEP/COLUMN													
		FY 2021-22							FY 2021-22						
EMPLOYEE NAME	Wage T.	Position ID	Position Title	p2	amn2	Annual2444	SSNID	TOTAL	Annual A1	PCNT	FL	SP	TOP	DEP	OB
ANDRADE CORTES, JORGE	CSEA FT	SACCT-CF-ANYS	Senior Accountant	19	3	92,447.34	9202444200	92,447.34	92,448	100.0%	11	0000	672000	54212	2130
ANDRADE CORTES, JORGE	STPS					1,500.00	9202444200	1,500.00	1,500	100.0%	11	0000	672000	54212	3915
Total								93,947.34	93,948						
								147,649.71	34.19%						

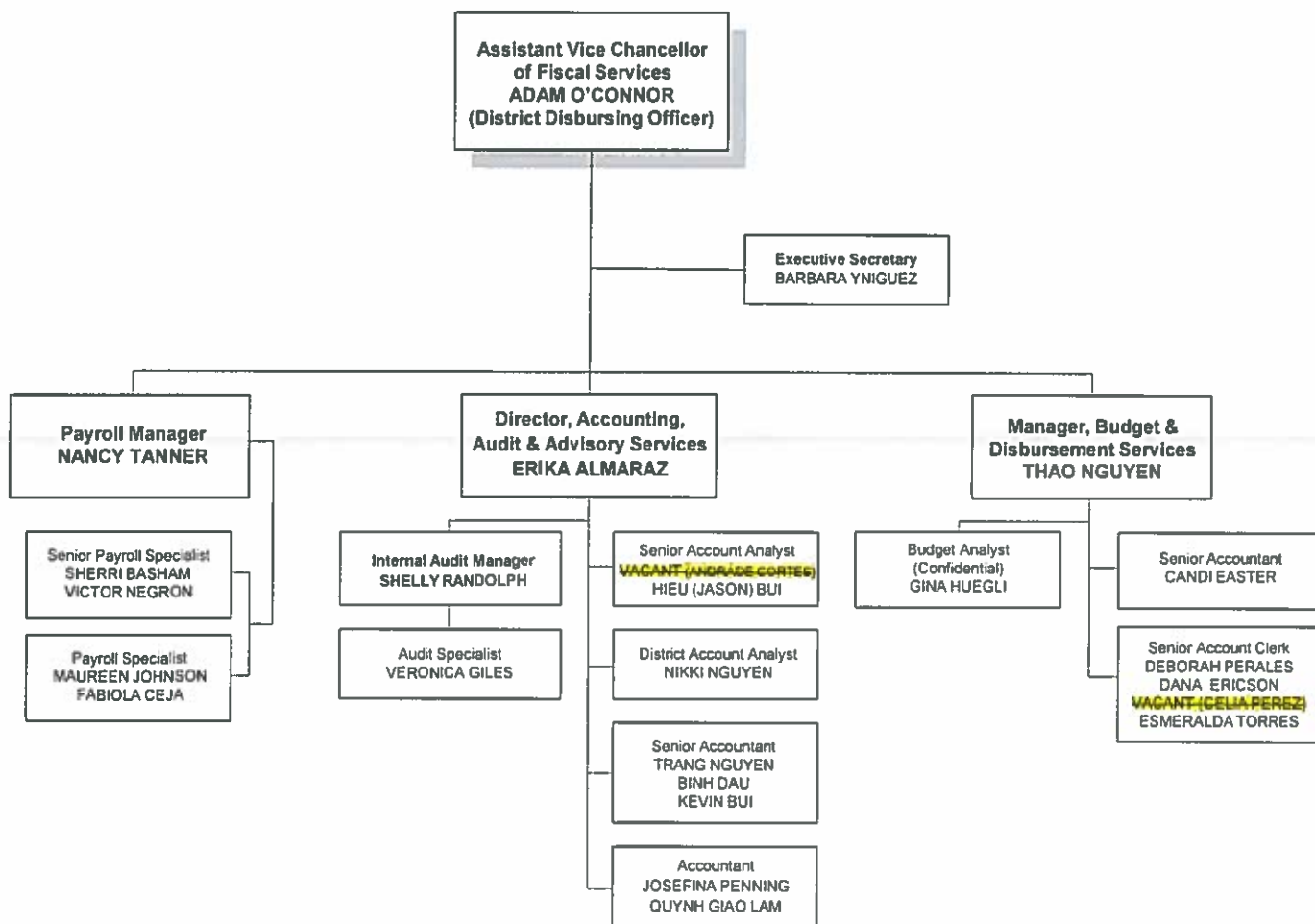
Senior Accountant

		STEP/COLUMN													
		FY 2021-22							FY 2021-22						
EMPLOYEE NAME	Wage T.	Position ID	Position Title	p2	amn2	Annual2444	SSNID	TOTAL	Annual A1	PCNT	FL	SP	TOP	DEP	OB
Senior Accountant				15	3	72,685.61		72,685.61	72,686	100.0%	11	0000	672000	54212	2130
Senior Accountant						1,500.00		1,500.00	1,500	100.0%	11	0000	672000	54212	3915
Senior Accountant				15	3					100.0%	12	XXXX	672000	54212	2130
Senior Accountant										100.0%	12	XXXX	672000	54212	3915
Total								74,185.61	74,186						
								121,632.80	34.19%						

				changes due to shifts	
				FD 11	FD 12
Swap					
Senior Accountant (15/2)	Dau Binh	118,735.62	FD 12	459.23	
Senior Account Clerk (10/6)	Celia Perez	118,276.39	FD 11		(459.23)
Eliminate					
Senior Account Clerk (10/6)	Celia Perez	118,276.39	FD 12 after swap		(118,276.39)
Senior Account Analyst (19/3)	Jorge Andrade I	147,649.71	FD 11	(147,649.71)	
Proposed					
Senior Accountant (15/3)	Accounting		FD 12		121,032.80
Senior Accountant (15/3)	Accounts Payable/50% Payroll		FD 11	121,032.80	
				(26,157.68)	2,297.18

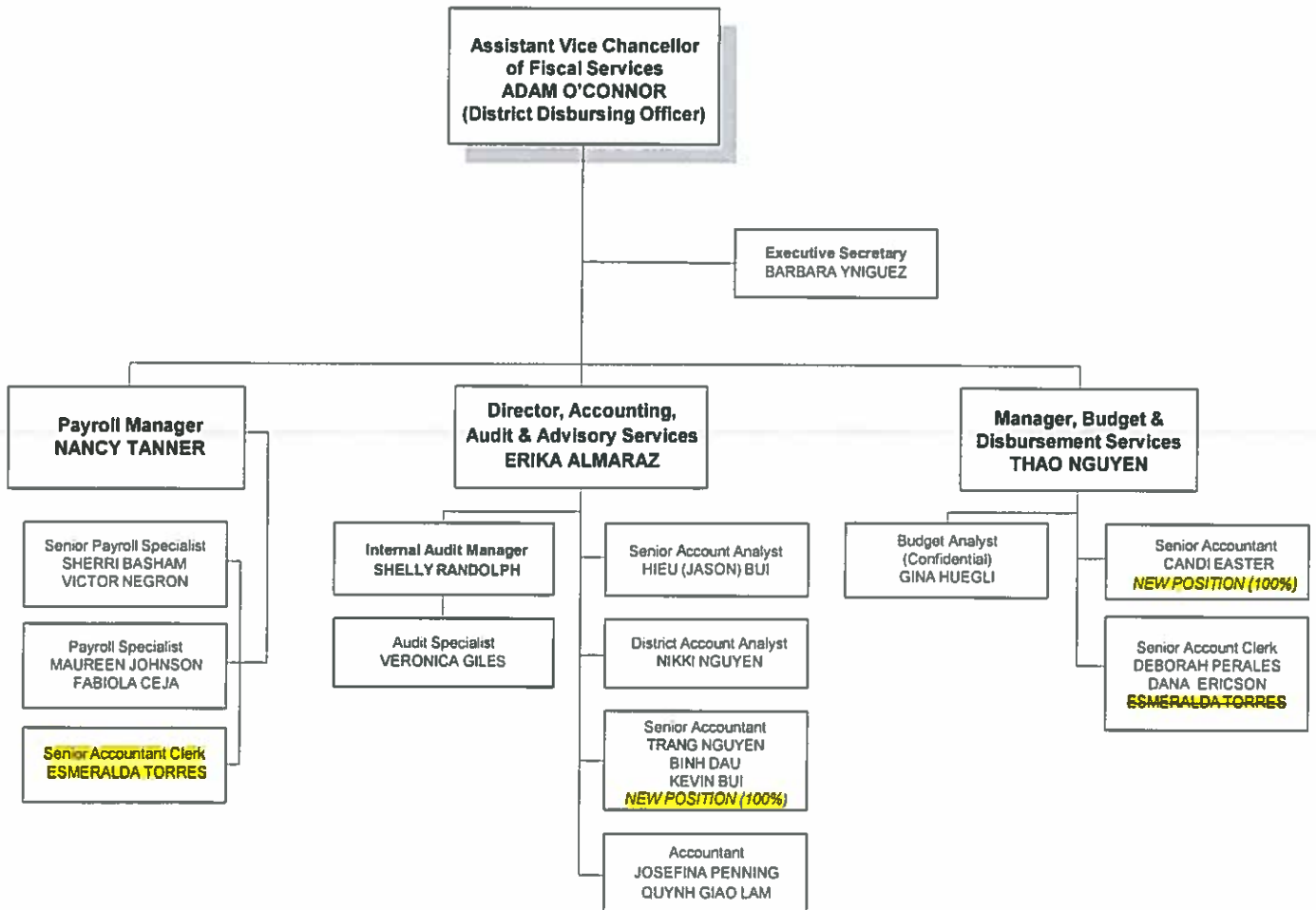
CURRENT

Rancho Santiago Community College District
BUSINESS SERVICES
FISCAL SERVICES



Rancho Santiago Community College District
BUSINESS SERVICES
FISCAL SERVICES

PROPOSED



Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7133 Management Holidays (NEW)

Management employees shall be entitled to the following holidays with pay provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- President's Day
- Cesar Chavez Day
- Spring Break (2 days)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving Day
- Christmas Day
- Christmas Week (4 days)

Holidays will be determined in the calendar development process as provided by Education Code. Holidays are counted as eight (8) hour days.

Should a holiday as enumerated above or any other designated by the governing board as a public holiday occur while a management employee is absent from work because of sick leave, vacation, or any other paid leave of absence, the holiday shall be considered as time worked and shall not be deducted from his/her other paid leave of absence.

Management employees working a 5-day workweek shall be entitled to the same number of holidays, regardless of whether they work Monday through Friday or some other workweek such as Tuesday through Saturday. When a holiday falls on a non-work day for an employee working other than Monday through Friday and the holiday is one of those enumerated above, that employee is entitled to an additional day off with pay. Additionally, if a Management Employee is required to work on a designated holiday that employee is entitled to an additional day off with pay. The additional day must be taken within 6 months of the scheduled holiday.

Adopted: xxxxx, 2022

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7250 Educational Administrators – Workweek; Teaching by Management Employees (NEW)

Workweek

The regular workweek for educational administrators consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Educational administrators are FLSA exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 per week.

It is expected that if an educational administrator is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency the educational administrator must notify their supervisor as soon as practicable.

Teaching by Educational Administrators:

Subject to Board approval and if approved in writing by their immediate supervisor, an educational administrator may assume one teaching assignment, per semester, for which they meet minimum qualifications subject to the following:

- The class does not occur during their regular work hours;
- The class does not interfere with or disrupt the employee's ability to perform their primary duties for the district.

The educational administrator will be compensated for the teaching assignment in accordance with the appropriate faculty salary schedule and they do not accrue any additional leaves for the teaching assignment.

Adopted: xxxxxx, 2022

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7260 Classified Supervisors and Managers – Workweek; Teaching by Management Employees (NEW)

Workweek

The regular workweek for management employees consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Management employees are FLSA exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 hours per week.

It is expected that if a management employee is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency the management employee must notify their supervisor as soon as practicable.

Teaching by Management Employees:

Subject to Board approval and if approved in writing by their immediate supervisor, a management employee may assume one teaching assignment, per semester, for which they meet minimum qualifications, subject to the following:

- The class does not occur during their regular work hours;
- The class does not interfere with or disrupt the employee's ability to perform their primary duties for the district.

The management employee will be compensated for the teaching assignment in accordance with the appropriate faculty salary schedule and they do not accrue any additional leaves for the teaching assignment.

Adopted: xxxxxx, 2022

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7340.3 Sick Leave for Management/Confidential Employees

Sick Leave

All employees who are employed five (5) days per week shall be entitled to twelve (12) days leave of absence of illness or injury. An employee who is employed for less than a full fiscal year is entitled to that proportion of twelve (12) days leave of absence for illness or injury. If an employee does not take the full amount of sick leave allowed in any fiscal year the amount not taken shall be accumulated from year to year. Unused portions of paid sick leave shall be cumulative as provided for in the Education Code. When employment with the District is terminated, unused sick leave will not be compensated in terminal pay.

All sick leave absences shall be reported to the respective supervisor within one hour of the employee's start time and on the Employee Absence Card online absence reporting system as soon as practicable to the immediate supervisor. ~~When abuse of sick leave is suspected, or excessive over a period of time~~ the District reserves the right to require medical verification for any ~~injury or illness.~~ The medical verification from the doctor shall include the necessity for the absence from work based on the illness and length of time employees will be unable to return to work.

Scheduled sick leave, such as visits to physicians, dentists, and other medical practitioners, ~~such leave requires prior approval by the supervisor and should shall~~ be reasonably scheduled so as to interfere as little as possible with the operations of the District ~~and shall be of reasonable duration.~~

Unscheduled sick leave (without prior authorization) may only be used due to the physical inability of the employee to perform their duties due to illness or injury.

Employees must be in active employment or on paid leave to earn sick leave. ~~Employees on extended illness leave are eligible to earn sick leave. Sick leave may be used only on those days when the employee is required to report for duty but cannot do so because of illness or injury.~~ Employees who become ill or injured but are not required to report, ~~such as those on scheduled~~ leave or vacation, may use sick leave credits without a return to active service provided the employee furnishes adequate supporting information and/or verification of illness or injury.

Sick Leave Transfer

An employee with one (1) year or more of employment in another school district, Community College District, or County Superintendent's Office in California shall be entitled to transfer their his/her total unused balance of earned sick leave subject to verification by the former employer.

Extended Sick Leave

Each fiscal year in addition to regular sick leave, an employee shall be granted non-accumulative extended sick leave at half pay up to a total of one hundred (100) days. An employee whose sick leave, including both current and accrued, has been exhausted, and, where the total of such sick leave used ~~in a given fiscal year~~ is less than one hundred (100) working days, shall be entitled to and be compensated at, fifty percent (50%) of ~~his/her~~ their regular daily rate of pay for the total balance of one hundred (100) days.

The employee shall be required to present a doctor's statement verification stating the necessity to be absent from the workplace and the anticipated date the employee will be able to return to full-time service to qualify for this extended leave benefit. An employee shall be given the option of using accrued vacation to extend sick leave prior to employee being placed on extended sick leave to maintain 100% pay. Part-time employees will receive extended sick leave benefits on a prorated basis.

Absence Due to Personal Necessity (Ed Code 88207)

All employees may use as many as seven (7) days of accumulated sick leave in any fiscal year for instances of personal necessity such as but not limited to:

- Accident or illness involving his person or property or the person or property of a member of his immediate family.
- Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

The employee shall make every effort to provide advance notice of the use of personal necessity leave, not later than the employee's usual time to report to work. Authorized personal necessity leave shall be deducted from sick leave accrued.

Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

Employees shall be entitled to Family Leave as set forth in the FMLA/CFRA. For the purposes of establishing Family and Medical Leave Act entitlement, the leave year shall be the fiscal year commencing July 1 and ending June 30

Family Care Leave (AB109)

Employees shall be allowed to use up to one-half of their annual sick leave allocation (6 days) to care for an ill child, parent or spouse (AB109). Hourly/on-going employees shall receive prorated benefits.

Catastrophic Illness Bank

In the event of a catastrophic illness or injury, participating employees who have exhausted all regular and extended sick leave, and vacation time, may utilize a maximum of 100 days from the Catastrophic Leave Bank subject to approval by the Chancellor or his/her designee. The compensation shall be at fifty-percent (50%) of the employee's daily rate. ~~In case of severe financial hardship, the Chancellor may authorize Catastrophic Illness benefits to be provided concurrently with Extended Illness Leave.~~

An employee becomes eligible for this benefit by contributing sick leave ~~or vacation leave~~ to the bank. An employee shall be required to present a doctor's ~~statement stating the nature of the illness or injury~~ verification confirming the medical necessity to be absent from the workplace and the anticipated date the employee will be able to return to full time service to qualify for this extended leave benefit.

Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave ~~or vacation leave~~ per year. Retiring or resigning employees shall be allowed to donate all unused sick leave - to the bank at the time of separation.

With the approval of the Chancellor, management employees may donate unused vacation leave for specific employees who do not qualify for the other leave benefits provided in these regulations.

Adopted: April 11, 2005

Revised: xxxxxxx, 2022