



**Executive Director of Human Resources**  
Certificated Administrator

Responsible To/  
Authorization From: Superintendent/President  
Period of Employment: Full-Time, 12 Month Position  
Salary: Management Schedule, Grade 19

***Definition***

Under the direction of the Superintendent/President the Executive Director of Human Resources, plans, organizes, provides employee record-keeping, labor negotiations, contract administration, policy development, labor relations, benefits and staff development functions; coordinate and direct personnel, resources, communications and information to meet district needs; supervises and evaluates the performance and development of assigned personnel. Works cooperatively with all departments in routine matters designed to ensure efficient and effective personnel practices and affirmative action.

***Distinguishing Characteristics***

The Executive Director of Human Resources is an executive management position reporting to the Superintendent/President. The position is part of the Executive Cabinet of the college. The incumbent directly assists the Superintendent/President in Human Resources and labor relations. The incumbent must have strong leadership, project management, follow through and communication skills; understand and promote the connection between Human Resources functions and student learning and institutional effectiveness outcomes, understand and work with broad concepts as well as specificity, attend to fine details of policies, laws, and contracts, exercise discretion and judgment and maintain confidentiality.

**PRIMARY DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed.*

- Plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, contract administration, policy development, labor relations and staff development functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures;
- Coordinate and direct personnel, resources, communications and information to meet district needs; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies;
- Collaborate with the Executive Vice President of Administrative Services to coordinate the workflow between Human Resources, Benefits and Payroll to ensure meeting of timelines and accuracy;

- Provide consultation and technical expertise to administrators, faculty, staff, the public and others concerning Human Resources operations and activities; develop and revise job descriptions, resolve issues and provide technical information concerning labor relations, recruitment, evaluations, benefits, payroll, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies;
- Plan and coordinate the recruitment and selection of all district employees; develop recruitment guidelines and processes to ensure equal opportunity and diversity in the appointment, promotion, transfer, reassignment, retention and termination of employees; assure the fair, consistent, efficient, and objective interpretation and application of Human Resources policies and procedures;
- Support the District Title IX Officer and serves as Title IX Deputy for employees;
- Plan, organize and direct the District's EEO program, serve as the District Equal Employment Opportunity and Section 504 Compliance Officer, including responding to unlawful discrimination complaints; compile and analyze related data and prepare reports; review data to evaluate the effectiveness of employment practices; monitor the adherence of the District hiring process according to diversity guidelines and to evaluate appropriate modifications to the District's EEO plan;
- Facilitate requests by employees and supervisors for American Disabilities Act accommodations;
- Oversee and ensure that the Workers' Compensation services for employees, preparation of claims, reports and related documents are prepared in a timely manner;
- Participate in collective bargaining negotiations with employee organizations and processes as a member of the District's collective bargaining team; communicate and advise district negotiating team members regarding proposed contract changes;
- Interpret, monitor, and assist with compliance of collective bargaining agreements; develop and promote employee relations practices to maintain positive employer-employee relations;
- Prepare Memorandums of Understanding and labor contract agreements. Facilitate the districtwide distribution of such documents for timely and consistent implementation;
- Administer the discipline process including reprimands, suspensions, demotions, and dismissals as outlined in Ed Code, Board Policies, and Collective Bargaining Agreements. Coordinate related hearings; administer the employee formal and informal grievance procedures; in consultation with affected administrators, conduct and/or direct investigations and hearings as appropriate; serve as hearing officer, coordinate with legal counsel and make recommendations to the Superintendent/President and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution;
- Direct the contracting and administration of employee health and welfare benefit programs to include medical, dental, vision, life, and disability plans for eligible personnel; evaluate and make recommendations for plan modifications, alternate providers and benefit structure; assure compliance with applicable laws and policies; direct the administration of the District's COBRA benefit program; administer the District's workers compensation benefit program; facilitate communication and education of employee organizations;
- Develop and maintain a comprehensive classification plan for positions within the District; conduct studies related to compensation, benefits, and classification of positions in the District; audit positions, recommend new classifications as needed, and allocate positions using

established methods of job evaluation; gather, analyze, and interpret compensation and benefits data;

- Plan, develop, and administer the annual budget for the Human Resources Department; review, analyze, and make recommendations on budget and financial data; monitor, control, and authorize expenditures in accordance with established district and department budget procedures; maintain appropriate records and documentation according to district purchasing policies and procedures;
- Plan, organize, and administer the preparation and maintenance of personnel records, files, and data as required by State and federal laws and regulation, as well as district policies and procedures; develop appropriate records storage and retention systems and schedules; assure adequate documentation related to employee selection, promotion, and separation;
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of direct subordinates, provide professional development for assigned employees;
- Evaluate, recommend, and implement techniques to improve department policies and practices, increase efficiency and keep abreast of current trends and practices in the field of community college human resources administration;
- Represent the Human Resources Department at Board of Trustees meetings and present verbal and written information as required; provide technical expertise, information and assistance to the Superintendent/President; communicate with other district administrators, personnel and contractors to coordinate activities, programs and services, resolve issues and conflicts and exchange information; work cooperatively as a member of the district's Executive Management team toward the achievement of its goals and objectives; provide leadership consistent with the mission and function of the District;
- Lead or participate in district or College committees, initiatives, teams, or ad-hoc groups; responsible and accountable for completion of assigned tasks when serving on such groups;
- Recommend, plan, design, and implement training sessions for employees throughout the District as needed; plan, schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions; Serve as Co-Chair of the Professional Development Committee.
- Plan, organize, prepare, or direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; plan, organize, and present a variety of written and oral reports to the Board of Trustees, Superintendent/President, district Management Team and other district constituent groups;
- Perform other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

Master's degree from an accredited institution in human resources management, organizational development, public administration, business administration or related field. Three (3) years of recent successful experience in human resources including recruitment, classification, human resources information systems, and/or employee relations management experience. One (1) year of supervisory and/or lead experience in human resources. In lieu of an earned Master's degree, an earned Bachelor's degree from an accredited institution in human resources management, organizational development, public administration, business administration or related field. Five

(5) years of recent successful experience in human resources including recruitment, classification, human resources information systems, and/or employee relations management experience. Three (3) years of supervisory and/or lead experience in human resources. Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

### **Desirable Qualifications**

Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) certification or other related Human Resources license/certification.

Coursework or professional training in labor contract negotiations, implementation and arbitration. Job experience may be considered equivalent.

Knowledge of current principles and practices of Human Resources management, specifically in a community college setting.

### **KNOWLEDGE AND ABILITIES**

#### **Required knowledge of:**

Equal Employment Opportunity regulations;

Wage and salary administration, job analysis and job description, work performance evaluation, conflict management and progressive disciplinary process.

Principles of supervision.

Demonstrate strong communication, written and interpersonal skills.

#### **Preferred knowledge of:**

Knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees;

Knowledge of regulations pertaining to Title IX compliance;

Knowledge of payroll laws and practices;

Experience working with an integrated software system;

Knowledge and experience with Industrial Injury and Illness (Workers' Compensation Insurance) laws and practices; and

Knowledge of ACCJC Accreditation standard IIIA, Human Resources.

#### **Ability to:**

Ability to grasp concepts and to facilitate process development and implementation, and problem resolution within regulatory parameters;

Ability to listen, grasp, recall, and work with detail, including but not limited to laws and regulations, contractual provisions, policies and procedures;

Ability to work with interruptions, constant deadlines, and multiple assignments simultaneously;

Establish and maintain cooperative working relationships with those contacted in the performance of duties; and

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

### **PHYSICAL REQUIREMENTS**

*Ability to perform the following with or without reasonable accommodation:*

- Vision sufficient to read handwritten and printed documents and computer screens
- Speech and hearing sufficient to communicate in person and by phone
- Manual dexterity sufficient to use a variety of office equipment and tools, computer keyboard, and to manipulate papers
- Mobility sufficient to move throughout the work site.