



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Friday, December 15, 2017 @ 4:00 p.m.

Executive Director of Human Resources

2017-18 Educational, Confidential and Classified Administrator Salary Schedule Grade 19, \$92,702.00 - \$125,663.00 annually. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

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.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping,

PRIMARY DUTIES AND RESPONSIBILITIES, continued

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday - Friday

8:00 a.m. - 4:30 p.m.

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.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

ANTICIPATED STARTING COMPENSATION

Based upon the 2017-18 Educational, Confidential and Classified Administrator Salary Schedule, Grade 19, the starting salary range is \$92,702.00 - \$125,663.00. per year. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience. An annual doctoral stipend of \$3,679.29 is included in addition to the salary when appropriate.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Friday, December 15, 2017**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or Edjoin online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from www.taftcollege.edu.

Management online application submission: www.edjoin.org

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

PAY RANGE

Grade 19 on the Educational, Confidential and Classified Administrator Salary Schedule/ Exempt.

SUPERVISION

Direction is received from the Superintendent/President.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. Will require evening hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.