

YOSEMITE COMMUNITY COLLEGE DISTRICT DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under general administrative direction, serves as Director Human Resources; provide day to day oversight for human resources functions including recruitment, selection, equal employment opportunity, compensation and benefits, grievance and discipline procedures, performance appraisal, employee training, leave administration, project development, conflict resolution, problem solving, investigation support, data analysis and records management. Serves as liaison between HR and internal and external constituencies, provides leadership and supervision of HR staff; other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction for Vice Chancellor-Human Resources.

Provides direct supervision to technical and other administrative support staff.

DUTIES AND RESPONSIBILITIES

- Assist the Vice Chancellor in identifying, developing, and implementing technology initiatives to ensure all areas of Human Resources operations are efficient, accurate and provide quality services.
- Ensure that the recruitment and selection process for all District classifications is in full compliance with both federal and state rules, regulations and guidelines.
- Serve as the District's Equal Employment Opportunity (EEO) and Section 504 Compliance Officer; ensure district compliance with Title 5, Title IX, and EEO rules and regulations applicable to recruitment and selection. Represent the District in matters pertaining to EEO and Diversity; administer the investigation and resolution of complaints of harassment from employees, students, job applicants, and others based upon ethnic identification, religion, age, sex, or disability, including sexual harassment.
- Assist in identifying District training needs, planning and implementation of training programs, as needed.
- May participate in the development/implementation of staff development programs, including succession planning.
- Coordinate and present personnel training programs and informational presentations, selection committee training and other related presentations and providing technical assistance and information.
- Oversee the development and implementation of employee orientation programs, onboarding procedures and related functions to employee separations, and recordkeeping.
- Assist management personnel in the administration of district collective bargaining agreements, resolution of personnel issues, grievances, disciplinary action and other personnel matters.

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- Respond to complaints and ensure appropriate investigation, reporting and compliance.
- Establish and maintain cooperative working relationships with faculty, staff, students and others contacted in the performance of duties.
- Serve as lead Human Resource information systems to payroll, and employee benefits functions with Business Services and Information Services to assure smooth and efficient delivery of information relative to the Affordable Care Act (ACA).
- Coordinate with District management and Business Services to ensure accurate forecasting, coding, and reporting of payroll and human resources information.
- Participate in the development of the annual human resources budget; analyze and review budgetary and financial data.
- Identify, develop and implement improvements in Human Resource Information System (HRIS) processes and procedures.
- Assist in the preparation of and response to reports, studies and inquiries from external organizations, local, state, and federal agencies.
- Supervise, train and evaluate the work performance of assigned personnel; assigns duties and reviews workflow and proper cross training to assure compliance with established standards, requirements, and procedures.
- Administer the development, maintenance, and directs the District's classification, reclassification, personnel studies related to the compensation system and benefits; perform salary schedules and survey analysis; and salary placement related recommendations.
- Develop and maintain job descriptions and position control.
- Develop performance management and improvement systems contributing to continuous improvement and high performance.
- Responsible for the implementation of Leaves, and compliance with ADA and FMLA/CFRA, benefits and leave programs.
- Coordinate district activities related to employee benefits and workers compensation including direct supervision of benefits staff.
- Serve as a resource regarding Board HR policies and procedures; develop, recommend, and interpret District HR policies, procedures and processes, as necessary.
- Draft board agenda items for approval by the Vice Chancellor.
- Monitor legislation and legal provisions that may affect HR operational processes.
- May act on behalf of Vice Chancellor of Human Resources in his/her absence.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

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Knowledge of:

- Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation, and compensation of employees, risk management, benefits administration, HRIS, payroll, compensation and job analysis.
- Knowledge and Experience with Industrial Injury and Illness (Workers' Compensation Insurance) laws and practices.
- Equal employment opportunity EEO compliance programs, techniques and legal mandates in educational systems.
- Applicable State, federal, and employment laws, regulations, practices and procedures, including the California Education Code and administrative codes pertaining to, civil rights, EEO and diversity, related to human resources management pertaining to recruitment, selection, employee classification and records management.
- Principles and practices of human resources management, job evaluation, classification practices, compensation methods and techniques and collective bargaining in the public sector.
- 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.
- Leadership, team building, motivation and conflict resolution principles.
- Investigation of complaints of harassment, discrimination, and employee disciplinary procedures and court procedure rules including progressive disciplinary procedures and documentation.
- Principles and practices of budget preparation and administration.

Ability to:

- Implement recruitment, employment, and EEO programs and plans. Develop and implement related policies and procedures.
- Train, supervise, evaluate and manage the performance of others performing human resources work.
- Effectively interpret and apply State and Federal employment related laws, contract language, regulations, policies and procedures to personnel problems and develop working solutions.
- Prepare and present comprehensive, effective oral and written reports.
- Communicate effectively and persuasively both with faculty, staff, administrators, constituents and representatives.
- Establish and maintain a cooperative, productive, and effective working relationship with staff, District personnel and all others contacted in the course of business.

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- Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
- Manage a number of projects and issues simultaneously.
- Conduct complex data comparison, analysis and synthesis.
- Coordinate and direct personnel, resources, communications, and information to meet District needs and assure smooth and efficient activities.
- Identify and respond to confidential and sensitive organizational issues, concerns and needs.
- Maintain confidentiality of highly sensitive information.
- Provide leadership in human resources areas including recruitment, selection, equal employment opportunity, compensation and benefits, collective bargaining, grievance and discipline procedures, performance appraisal and records management.
- Participate in and manage the development and implementation of a complex human resources information system.
- Assure the accurate and timely preparation, maintenance and retention of personnel files, data, reports and documentation.
- Assure the integrity of District human resources systems and functions.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Driver's License

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

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Education and Experience:

- A bachelor's degree from an accredited college or university preferably in human resources management, industrial relations, public administration, or business administration or a related field.
- Demonstrated professional or administrative experience in the field of human resources including at least five years of recent and progressively responsible experience in human resources, with at minimum two years of management positions, or the equivalent combination of experience and education.
- Experience leading a functional area of human resources involving the implementation of laws and regulations, supervision, and budget administration experience.
- Human resources administration experience involving the interpretation and application of the provisions of one or more collective bargaining unit agreements.

Desired Qualifications:

- Possession of a Master's degree from an accredited college or university in human resources management, organizational development, public administration, industrial/labor relations or a closely related field.
- Working knowledge of the provisions in the following regulations and guidelines as they pertain to Human Resources administration in California Community Colleges: California Education Code, and California Code of Regulations, Title 5.
- Knowledge of ACCJC Accreditation standard IIIA, Human Resources.
- Knowledge of regulations pertaining to Title IX compliance; STRS, PERS, and Affordable Health Care regulations pertaining to community college employees.
- Preferred experience in Community College or Educational agency with an integrated HRIS system, such as PeopleSoft, Banner, Datatel, or similar system in an educational environment