

## **SENIOR DIRECTOR OF HUMAN RESOURCES**

### **DEFINITION**

Under general administrative direction, serves as Senior Director Human Resources; provide day to day oversight for all human resources functions including recruitment and equal employment opportunity compliance, compensation and benefits, grievance and discipline procedures, performance appraisal, leadership and staff professional development, , , conflict resolution, personnel investigations, litigation management, and collective bargaining and labor/employee relations ,. 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 from the assigned Vice Chancellor.

Provides direct supervision to human resource managers, technical and other administrative support staff.

### **ESSENTIAL DUTIES**

- Provides leadership and direction for collective bargaining negotiations; develops collective bargaining strategies; serves as chief negotiator for assigned bargaining unit; administers collective bargaining agreements; processes and resolves grievances and represents the District in administrative hearings.
- Provides guidance and advice on employee-relations matters, performance management and disciplinary processes.
- 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.
- Maintains current knowledge of pertinent federal/state laws, regulations and court decisions relating to faculty, staff and personnel operations.
- Champion a shared District vision; convey ideas and information effectively through verbal and non-verbal means and promote and maintain high standards of integrity, honesty, confidentiality and respect for people.
- Promotes effective communication with District and college personnel regarding human resources-related information; provides consistent and accurate information regarding human resources matters.

- Promotes use of human resources-related technology and administrative systems and databases to support human resources operational needs (including online application systems, Ellucian Colleague, PeopleAdmin or equivalent).
- Provides overall leadership and coordination of recruitment and employment practices that promotes diversity and EEO compliance. Assess staffing levels and develop District staffing plan in alignment with District strategic plan.
- Design and implement professional development programs including leadership and staff training; mandated trainings and employee orientation in alignment with District mission and goals. Design long and short-term efforts to professionally develop internal capacity to facilitate and improve organizational effectiveness in alignment with District strategic plan.
- Oversees the District's Equal Employment Opportunity Plan and equal opportunity employment practices. Actively supports and assists in the development and management of faculty and staff diversity employment programs.
- Oversees the development and administration of employee health and welfare and benefits programs, leaves of absence processes and workers' compensation.
- Oversees legal issues related to human resources and serves as a liaison with legal firms providing counsel.
- Responsible for receipt and management of investigations alleging unlawful discrimination and employment-related complaints and management of associated litigation.
- Oversees the development and implementation of District human resources policies and procedures; ensures consistent application of policies and procedures and provides training and direction to managers in interpreting and applying personnel policies and procedures, state and federal laws/regulations and provisions of collective bargaining agreements.
- Develop and administer budget for the human resources office and monitors and controls expenditures.
- Trains, supervises, evaluates and directs work of human resources staff.
- Perform related duties as assigned.
- May act on behalf of Vice Chancellor 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**

### **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.
- 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.

### **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

*Class Adopted: 2/13/2020*

*Class Amended: 7/1/2022*