

ASSISTANT DIRECTOR OF HUMAN RESOURCES OPERATIONS**DEFINITION**

Under general administrative direction, serves as the Assistant Director for Human Resources; oversee day-to-day HR operations, serve as analyst/advisor to the Associate Vice Chancellor of Human Resources; coordinate special projects, planning, project development and problem solving; liaison between HR and key internal and external constituencies; provide leadership and supervision of HR operations/staff, and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Associate Vice Chancellor of Human Resources. Provides direct supervision to technical and administrative support staff; may provide indirect supervision to other District staff on an assigned, project-by-project basis.

ESSENTIAL DUTIES

- Oversee Human Resources operations, information management and office staff; plan, organize and direct related HR activities; advise the Associate Vice Chancellor of Human Resources on time sensitive and priority issues.
- Identify, develop and implement improvements in HRIS processes and procedures.
- Coordinates information technology and HRIS issues including database clean-up, conversion projects and business process reviews.
- Interpret District HR policies, procedures and processes, as necessary.
- Oversee and manage District's evaluation processes for classified and management team members.
- Participates in employer-employee relations and activities related to district labor relations activities.
- Participates and assists in the negotiations process; recommends language revisions, modifications, and additions to the assigned collective bargaining agreement; provides subject matter expert and research support to the Associate Vice Chancellor of Human Resources during the negotiations process.
- May participate in the development/implementation of staff development programs, including succession planning
- Identify and coordinate special HR projects to further goals of the District; participate in planning, project development and problem solving;
- Serve as primary contact and liaison for HR Operations with internal/ external constituents.
- Communicate (both orally and in writing) with internal/external constituents regarding district HR operations, projects, policies and procedures; coordinate activities with administrators of other divisions and departments.
- Research legal matters, consult with legal counsel and compile information as requested by the Associate Vice Chancellor of Human Resources.
- Monitor legislation and legal provisions that may affect HR operational processes.
- Review and provide evaluation, guidance and/or training relating to performance of staff, as assigned.
- Serve on District and college committees, as needed and/or assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of Bachelor's degree in human resources, business management, public administration, organizational development, or related field.
- **Experience:** Three years of increasingly responsible management experience in various aspects of human resources, i.e., operations, recruitment, training, benefits administration, classification and evaluation, supervision, HRIS, preferably in higher education.

Knowledge of:

- Principles of public personnel administration, management and supervision
- Classification, compensation and benefits analysis and administration
- Structure of community college administration or similar setting
- Understanding of technology, HR information systems, data management and analysis
- Conflict resolution in an employment setting; team building skills
- Applicable sections of California Education Code, Title V and other applicable codes and regulations
- Procedures, methods, strategies and techniques pertaining to the operation of a Human Resources office
- Legal mandates, regulations, policies and procedures which govern the District's Human Resources operational processes
- Effective communication techniques and strategies
- Principles and techniques for strategic planning and project planning,
- Administration, supervision, and training and evaluation of work staff
- Basic budget administration and control

Ability to:

- Effectively and efficiently perform highly responsible HR management functions
- Effectively apply HR management methods, and principles
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements
- Effectively manage conflict resolution solutions in employment settings
- Effectively interact with people from diverse backgrounds
- Demonstrate initiative, ethical conduct, sound judgment and decision making
- Manage details and follow through
- Analyze HR situations accurately and make sound recommendations
- Supervise, train and evaluate assigned staff and direct the timely work flow of others while maintaining effective and harmonious relationships
- Expeditiously research, compile and prepare reports
- Communicate effectively both orally and in writing, attend meetings and give presentations
- Exhibit interpersonal skills including tact, patience and diplomacy

- Establish and maintain a complex HRIS data management system
- Work independently and collaboratively
- Establish and maintain cooperative working internal and external relationships
- Work under pressure and make decisions in accordance with established procedures, while organizing and performing work independently
- Provide information and serve as a resource to District administrators and other personnel regarding Human Resources.

Licenses and Certificates:

- Possession of a valid California Motor Vehicle Operator'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.

TYPICAL WORKING CONDITIONS

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

Class Adopted: 04/01/10

Class Amended: 6/12/14, 7/1/22, 5/28/26