

**ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES****DEFINITION**

Under the direction of the Chancellor, and as a member of the Chancellor's Cabinet, the Associate Vice Chancellor, Human Resources provides overall leadership to plan, develop, implement and evaluate human resources programs, services and organizational development of the District including but not limited to: collective bargaining and employer/employee labor relations; EEO opportunity, employment law compliance; academic, classified and management recruitment and employment; HR Operations and HRIS administration; professional training and development of all staff; compensation and all fringe benefits including leaves and workers' compensation administration; litigation management; complaints, investigations, due process and discipline; policy development and budget administration.

**SUPERVISION RECEIVED AND EXERCISED**

The Associate Vice Chancellor, Human Resources reports directly to the Chancellor and is a member of the Chancellor's Cabinet.

Provides direct supervision over Human Resources managers, directors, technical and administrative support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides overall leadership and direction for collective bargaining negotiations; develops collective bargaining strategies; serves as chief negotiator; 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 promotes a healthy workplace culture.
- 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 experience working with 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 serve 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, evaluate and directs work of human resources staff.
- Maintains currency in principles, practices, techniques and trends in human resources management.
- Perform related 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 a master's degree from an accredited college or university in human resources management, business administration, public administration, organizational management or related field.
- **Experience:** Five (5) years of increasingly responsible and professional or administrative experience in the field of human resources, with at minimum of two (2) years in an administrative capacity such as Executive or Senior Director, Vice President, or equivalent position.

#### **Preferred Qualifications:**

- An earned doctorate or other equivalent terminal degree is preferred.
- Management experience in higher education is preferred.

**Knowledge of:**

- Human resources functions and operations including applicable state, federal, and employment laws, regulations, practices and procedures, including the California Education Code, Government Code (Title 5) and administrative codes pertaining to civil rights, EEO and diversity.
- Equal employment opportunity (EEO) compliance programs, techniques and legal mandates in educational systems.
- Principles and practices of human resources management including: negotiations and collective bargaining, recruitment, compensation and benefits administration (including leaves and workers' compensation), performance management and records management in the public sector;
- Effective management, coordination and leadership in strategic planning, research, evaluating, monitoring, maintaining and expanding human resources programs in an educational institution;
- Classification and compensation methodologies, and wage and hour administration
- Leadership team building, professional development, motivation and conflict resolution principles.
- Complaint procedures and investigations of harassment and discrimination complaints
- Employee disciplinary procedures including progressive disciplinary procedures and documentation.
- Principles and practices of budget preparation and administration.

**Ability to:**

- Lead a proactive, people-focused human resources department including recruitment, equal employment opportunity, compensation and benefits administration, collective bargaining, grievance and discipline procedures, performance appraisal and records management.
- Demonstrate cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, disability and ethnic backgrounds of community college students, faculty and staff.
- Plan, organize and direct District's employee relations/labor relations programs, negotiations and implementation of collective bargaining agreements for faculty and staff;
- Work collegially in participatory governance and communicate effectively and persuasively both with faculty, staff, administrators, constituents and representatives.
- Accurately interpret, administer and explain state/federal employment laws and regulations, legal mandates, collective bargaining agreements and policies related to human resources;
- Establish and maintain effective relationships with District personnel and a strong service orientation with the general public;
- Demonstrate legislative acumen and media perception;
- Manage and evaluate effective utilization of human resources information system;
- Assure the accurate and timely preparation, maintenance and retention of personnel files, data, reports and documentation.
- Effectively manage and oversee investigations and litigation;
- Communicate with tact, patience and diplomacy; and
- Ability to provide comprehensive oral and written reports.

**Licenses and Certificates:**

- Possession of 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.

*\*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**TYPICAL WORKING CONDITIONS**

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

*Class Adopted: 2009*  
*Class Amended: 07/01/2025*