

VICE PRESIDENT, HUMAN RESOURCES

DEFINITION:

Under the direction of the Superintendent/President, serves on the President's Cabinet and plans, organizes, directs and integrates operations of the Human Resources and Labor Relations division, responsible for a comprehensive human resources program, including recruitment and selection, classification and compensation, benefits administration, employee discipline, leave management, employee and labor relations, employee professional development, and collective bargaining contract administration; serves as the District's chief labor relations negotiator; provides expert professional assistance to the President and other District executives and managers in areas of assigned responsibility; manages assigned functional areas to ensure compliance with District policies and procedures and all state and federal regulations and requirements; and performs related duties as assigned..

DISTINGUISHING CHARACTERISTICS:

This is a classified management position at a comprehensive community college district, reporting directly to the Superintendent/President. The Vice President of Human Resources provides leadership, professional development, and supervision for staff involved in the delivery and administration of a comprehensive administrative program. The position is distinguished from other Vice Presidents by the incumbent's responsibility for District-wide human resources management and employee and labor relations programs and services.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, directs, and implements a comprehensive human resources program that supports the mission of the District and its employees in the areas of recruitment and selection; benefits administration, including unemployment insurance and workers' compensation; compensation; classification; employee and labor relations; contract administration; human resources information systems; professional development; performance evaluation; environmental health and safety; compliance and equal employment opportunity (EEO) and diversity/inclusion programs.
- Hires, directs, supervises, and evaluates assigned staff; establishes standards of performance and methods of operation for the department; assigns and monitors workloads and projects; takes disciplinary action according to established policies and procedures.
- Provides day-to-day leadership and collaborates with staff to ensure a high-performance, service-oriented work environment that supports achievement of the departments and District's mission, objectives, and values; promotes workplace diversity, inclusion, cultural competency, and a positive work environment.
- Provides support to direct reports and other managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.

- Provides leadership with the formulation and development of college policies, procedures, processes, and programs related to human resources; Works with staff to review, evaluate, develop, recommend and implement new and revised policies, procedures and standards designed to improve the timeliness and effectiveness of services provided by the department; works with staff to build customer service-oriented, accessible, available and engaged human resources services and promote effective utilization and development of District staff, good morale and productivity, and effective communications between management and employees.
- With other members of the President's Cabinet and District Senior Management, plays a leadership role in the development and implementation of District strategic plans, goals and objectives; leads and directs division and department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in District and division work processes.
- Serves as the District's lead negotiator and first point of contact with unions for labor relations and employee relations purposes; works with the President and Cabinet members to formulate bargaining positions for advancement of District interests in bargaining processes; evaluates financial and other impacts and prepares responses to union proposals; provides reports to the Board of Trustees as requested or required; recommends labor contract agreements for approval by the President/Superintendent and the Board; receives and resolves union complaints; administers the provisions of labor agreements and trains District managers on their implementation.
- Advises and counsels the Superintendent/President and senior and executive management on policy, rules, regulations, labor union contract interpretation and negotiations, legal requirements, and impacts of legislation regarding issues pertaining to human resources.
- Meets with individual employees and groups of employees to provide information, respond to questions, resolve issues, and receive feedback on a variety of work-related issues, concerns, problems or complaints; communicates and consults with legal counsel on litigation related to employment and other human resources matters; seeks advice from legal counsel on the interpretation of federal, state, and local laws and regulations as they pertain to human resources issues; advises the Superintendent/President of required responses to litigation and other legal matters.
- Plans, directs and integrates District-wide recruitment, selection, employment, classification, compensation, benefits administration, leave management and other services; makes final decisions regarding employment of individuals with criminal records; oversees recruitment and employment processes to ensure compliance with EEO/Title V mandates regarding recruitment, testing and selection; chairs the District EEO Advisory Committee; reviews and evaluates District employment data and implements initiatives to enhance achievement of equal opportunity and diversity plans and goals.
- Provides leadership and centralized support to ensure District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, and state anti-discrimination laws and regulations pertaining to discrimination, harassment and sexual; serves as ADA officer for employees; coordinates and oversees investigations and resolves complaints of discrimination, harassment, retaliation and sexual misconduct.
- Manages and directs employee relations support services for District administrators and managers; investigates and evaluates employee relations issues, conflicts and

performance/behavior problems; assists managers in developing progressive discipline and performance improvement plans, ensuring compliance with state and federal laws, board policies, administrative regulations and labor contract provisions; provides consultation and advice to management and employees on the progressive discipline process and preparation of memoranda of concerns and letters of reprimand; works in collaboration with legal counsel to prepare Notice of Charges and Recommended Disciplinary Action; coordinates and monitors Skelly hearing processes and negotiates settlement agreements.

- Develops and coordinates professional development programs and services; determines District-wide needs, identifies outside training opportunities in such areas as leadership, management, technical skills and workplace safety training for employees, managers, and administrators; oversees administration of professional development funds.
- Makes presentations to the Board of Trustees, Cabinet, and other District groups.
- Serves on committees and represents the District at local, regional, state, and national conferences, meetings, workshops, and training seminars.
- Collaborates with other District vice presidents, directors, managers, and supervisors on implementation and integration of District policies and procedures into college operations and on the resolution of unusual and complex business problems.
- Serves as a strategic advisor to the President and acts for that individual's absence as designated.
- Participates in participatory governance committees, processes, and initiatives.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, and staff.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, trends, methods, strategies, and procedures pertaining to human resources management, labor relations, staff diversity and staff development.
- Principles, methods, techniques and strategies of organizational planning, evaluation, and forecasting.
- Principles and practices of management and supervision.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance, and advancement.
- Federal, state and local laws, rules, codes, regulations and legal interpretations applicable to the range of functions for which the Vice President is accountable, including Title VII of the Civil Rights Act of 1964, Title IX, the California Education Code, California Fair Housing and Employment Act, Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), Educational Employment Relations Act (EERA), Family and Medical Leave Act (FMLA), Affordable Care Act (ACA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL).
- Principles and practices of internal consulting, group facilitation and conflict resolution.
- Principles and practices of sound business communications, including correct English usage, grammar, spelling, and punctuation.
- Accreditation standards of the Accreditation Commission for Community and Junior Colleges and the Western Association of Schools and Colleges.

- General principles, practices and techniques of customer service, public relations, and community outreach.
- Research methods and analysis techniques.
- Principles and practices of public administration, including budgeting, purchasing, and maintaining public records.
- Basic principles and practices of organizational improvement, equity, cultural competence, and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skill in/Ability to:

- Plan and direct activities of the District's comprehensive human resources and labor relations program and services.
- Understand, interpret, explain, and apply District and Board of Trustees policies, state and federal laws, codes, regulations, policies, and court decisions governing the District's human resources management and labor relations programs.
- Define complex and strategic issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies.
- Apply technology to manage services effectively and efficiently.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain, and apply applicable laws, codes, and ordinances.
- Represent the District effectively in dealings with labor unions, community and professional organizations, educational institution consortia, consultants, and vendors.
- Make presentations and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Demonstrate sensitivity to and understanding of the diverse backgrounds of our students and campus community members.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Any combination equivalent to: Master's degree in human resources management, business administration, public administration, law, or closely related field. Five years of increasingly responsible professional public human resources or related experience including three years of supervisory and management experience.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

WORKING CONDITIONS:

Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with executive, management, supervisory, academic, and classified staff and the general public. Frequently must travel to other offices or locations to attend meetings or conduct work.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Typically, must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, and regularly lift, carry and/or move office objects up to 25 pounds with the use of proper equipment.