

DIRECTOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

JOB SUMMARY

Under the direction of the area administrator, responsible for planning, organizing, coordinating, administering, and managing the day-to-day operations of the District's Human Resources functions including day-to-day employee relations activities, recruitment and selection, performance management and discipline, and classification and compensation. Incumbent will implement personnel policies, procedures, laws, regulations, and collective bargaining agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Direct the full cycle recruitment process and onboarding support services for authorized vacant positions; oversee the application screening/minimum qualification processes; approve/disqualify applicants in accordance with California Education Code and Penal Code; ensure compliance with regulatory and legal requirements; and determine recruitment and onboarding strategies; participate in job fairs and related talent acquisition efforts; assist in the development of a network of community resources to promote a diverse workforce.
2. Oversees and tracks the performance management cycle; ensure performance requirements and personal development targets are established; regularly monitor performance and provides coaching for performance improvement and development; ensure evaluation processes are conducted within the parameters of collective bargaining agreements. Coordinate the maintenance of the District's classification system, including salary and classification studies, implementation of salary schedules, classification and reclassification review, development and maintenance of job descriptions and position control.
3. Assist and counsel managers, faculty, and staff on policies, practices, evaluation matters, and collective bargaining agreements; coordinates the handling of disciplinary matters; represents the District in grievance meetings, disciplinary matters, and labor/employee relations; investigate and respond to grievances; may participate as a member of the District's negotiation team.
4. Prepare reports related to human resources matters; prepare thorough research and analysis, statistical data, and materials related to collective bargaining or special projects; assist in the preparation of personnel action items for approval by the appropriate approver or Board of Trustees.
5. Review policies and procedures, and recommends revisions to enhance efficiency of operations; assist to ensure all policies and procedures are implemented.
6. Participate in the preparation of the department budget and supervise its implementation and maintenance; recommend within departmental policy, appropriate service and staffing levels.
7. Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned programs; assist in selecting, training, supervising, and evaluating the performance of assigned staff; recommend a variety of personnel actions as appropriate.
8. Coordinate the development, implementation and modification of the human resources information system for the management of employee, retiree, contractor and related HR records and documentation;

serve as department lead in the continued implementation of human resources information systems; facilitate continued modification following implementation.

9. Oversee the maintenance of employee records, files, and data required by state and federal laws and regulations; ensure adhere to appropriate records retention systems and schedules.
10. Serve as department liaison when assigned; attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel
11. Assist the District's Equal Employment Opportunity (EEO) Officer in all matters regarding compliance with State and Federal labor law and guidelines; assist in the planning, coordination, and monitoring of talent acquisition, selection, and hiring processes to ensure equity and consistent applications of procedures; recommend and develop strategies for the talent acquisition of faculty and staff.
12. Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Principles and practices of Human Resources management, including employee-employer relations, and talent acquisition techniques and strategies.
2. Applicable State and Federal employment related laws, codes, rules, and regulations.
3. Principles and techniques of labor relations and collective bargaining.
4. Organizational policies, procedures, operations, and objectives.
5. Supervisory principles and practices, including conflict resolution skills.
6. Human Resources Information Systems (HRIS) technology.
7. Methods and techniques of research, analysis, problem solving, and decision making.
8. Equal Employment Opportunity (EEO).
9. Organizational planning methods and practices.

Skills in:

N/A

Ability to:

1. Interpret and apply State, Federal employment related laws and regulations.
2. Implement talent acquisition, employment, and EEO programs and plans.
3. Establish and maintain effective working relationships with district employees and members of the community.
4. Apply leadership, team building, and motivation.
5. Demonstrate professionalism, equity, and honesty in all aspects of the performance of duties.
6. Work independently with little direction.
7. Analyze situations accurately and adopt an effective course of action with high discretion.
8. Collect, investigate, and analyze data and prepare clear and concise reports; maintain documentation and records
9. Work effectively under pressure with multiple responsibilities and projects, organize and prioritize workload.
10. Communicate effectively and persuasively both orally and in writing with faculty, staff, administrators, constituents, and representatives.

11. Perform with tact, patience, and sensitivity.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability and ethnic backgrounds of students, staff, and the community.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's degree in human resources, business administration, public administration (or related field); **AND**
2. Five (5) years of professional experience working in Human Resources; **OR**
3. An equivalent combination of education, training, and/or experience; **AND**
4. Experience must include one (1) year in a leadership or supervisory role.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Work is performed primarily in a standard office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; frequent interruptions and distractions. Incumbents may be exposed to occasional contact with dissatisfied or upset individuals.