

ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

DEFINITION

Provides administrative leadership and direction for the District's human resources department and support services. This includes setting strategy and direction for an effective human resources system (recruitment, employment, orientation, organizational development, contract administration, position control, performance appraisal, and workers compensation programs) supported by appropriate technology as well as source personnel policies, programs and services.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Superintendent/President.

EXAMPLES OF DUTIES

Plans, organizes, controls and directs College District-wide human resources operation, activities and support services involved in the recruitment, screening, selection, processing, orientation, classification, development, evaluation, and compensation of classified and academic College employees.

Advocates for effective human resources policy development, review and implementation.

Collaborates with campus leadership to define effective marketing and recruitment programs and strategies to fund them.

Administers the internal departmental budget.

Develops appropriate performance standards for the department for determining the effectiveness of human resource programs and services.

Interacts with internal campus leadership in seeking input, as well as recommends and implements solutions to human resources issues in policy setting and strategic direction.

Defines and establishes campus human resources policies and collective bargaining parameters that anticipate changing work force directions/trends and a response to dynamics and change.

Develops and continuously improves the human resources system and critical human resources processes of the District.

Seeks innovative ways to address development, recruitment, selection and evaluation for all employees.

Serves as chief negotiator for the district in contract negotiations for the classified bargaining unit.

Monitors adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements.

Provides administrative leadership for the District's diversity program.

Oversees the District's response to employee discipline and grievances, and manages all levels of the grievance process.

EXAMPLES OF DUTIES (continued)

Oversees the investigation of discrimination complaints and the preparation of responses.

Oversees workers compensation administration and injury and illness prevention.

Ensures District compliance with federal and state laws and board policies related to personnel management and employer/employee relations.

Coordinates the District's staff development activities and programs and oversees the use of state staff development and staff diversity funds.

Maintains current knowledge of legal developments and the impact on District obligations.

Serves as custodian of District personnel records.

Maintains an understanding of and currency relative to human resource ideas, trends, and practices.

Drafts, reviews, and revises all District policies and procedures to ensure legal compliance.

Chairs and serves on various shared governance committees.

Perform other duties, as the Superintendent/President deems necessary.

QUALIFICATIONS

Knowledge of:

Laws, rules and regulations pertaining to California Community Colleges.

Principles of staff and management operations applicable to a major organizational unit.

Principles, practices, techniques and trends in human resource management.

The Public Employee Relations Act, the unit collective bargaining contracts, provisions of the Education Code and Title IX, and Title V regulations.

Principles and practice of public personnel administration and legal affairs.

Community College philosophy, objectives, organization, functions and services.

Methods and techniques of legal research, analysis, decision-making, and report preparation.

Advanced oral and written communication skills.

Technological skills and experience working with administrative systems and data bases to support operational discussions.

Knowledge of or ability to learn computers and computer applications that support management systems and student services functions.

Ability to:

Establish goals and develop a strategic plan with identifiable outcomes, measures and implementation schedule.

QUALIFICATIONS (continued)

Collaborate with campus leadership to define comprehensive development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the District.

Provide comprehensive strategic human resource and workforce leadership in support of the organizations overall vision, mission and objectives.

Manage a major organizational element of a community college in an effective and prudent manner.

Interpret new and revised laws, rules and regulations, and advise District management of resultant programs and necessary actions.

Effectively negotiate labor contracts.

Direct the activities and provide effective leadership for the Human Resources Department.

Exercise critical and independent judgment.

MINIMUM QUALIFICATIONS

Education:

Master's Degree from an accredited institution in the area of Human Resources Management, Business Administration, Public Administration or a related field.

Experience:

Five or more years of recent management level experience related to the field of human resources.

Desirable:

A Doctorate degree in Public Administration, Business Administration, or a closely related field.

Sensitivity to and an understating of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

Three years of experience serving as the Chief Human Resources Officer in a community college human resources department.