

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES

SUMMARY DESCRIPTION

Under the administrative leadership and direction of the Vice President for Human Resources plan, organize, and direct the activities and operations of the District's Human Resources Office.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, direct, and provide leadership for assigned human resources functions, services, and activities including recruitment programs and selection activities for academic, classified, and administrative personnel, classification and compensation studies and programs, and workers' compensation activities and related programs. ***E***
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies, procedures, and programs. ***E***
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels. ***E***
4. Oversee and participate in the development and administration of the human resources program annual budget; participate in the forecast of funds; monitor and approve expenditures; implement adjustments. ***E***
5. Plan, direct, and coordinate the work of assigned staff, review and evaluate work products, methods, and procedures; organize and meet with staff to plan, develop, and implement effective programs and services in assigned areas of responsibility. ***E***
6. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. ***E***
7. Consult with and advise administrators, managers, and supervisors on a variety of human resources matters including in the interpretation and application of human resources policies and procedures and collective bargaining agreements, federal and state laws, California Education Code, and other applicable legal guidelines and rulings; ensure personnel actions are in compliance with current law and internal policies. ***E***
8. Keep abreast of laws, regulations, legislation, and court decisions pertaining to human resources programs and services; recommend and assist in implementation of changes in policy or procedures as necessary to ensure compliance with applicable laws and regulations. ***E***
9. Provide responsible staff assistance to the Vice President for Human Resources; research background information related to labor negotiations; participate in reviewing and analyzing bargaining proposals from labor unions; participate in the preparation of management proposals and counter-proposals. ***E***
10. Investigate sexual harassment and unlawful discrimination complaints according to approved District procedures. ***E***
11. Serve as designee for the District's Affirmative Action and Title IX Compliance Officer; assist in developing and administering the District's Staff Diversity Plan and related policies and programs to assure compliance with federal, state, and District regulations. ***E***

Director of Human Resources - Continued

12. Manage and direct activities of the District's Workers' Compensation program; assess District practices and recommend loss control strategies; review incident reports, claims submission, investigation, and maintenance of required District records; provide oversight and represent the District on claims adjusted through a third party administrator. *E*
13. Direct the management of employee injury cases; investigate or oversee the investigation of claims; interface with physicians, attorneys, District employees, and third party administrator; develop strategies to handle specific cases in consultation with the appropriate parties; participate in settlement negotiations. *E*
14. Coordinate and develop District training programs related to worker safety and compliance with related District policies and procedures to minimize losses due to work related incidents; work collaboratively with departments to identify safety issues and training needs. *E*
15. Coordinate and present personnel training programs and informational presentations including new employee orientation, hiring committee training, and related presentations as required. *E*
16. Coordinate and monitor District-wide personnel evaluations; advise supervisors of problems with procedures or content. *E*
17. Participate in monitoring District adherence to collective bargaining agreements; participate in investigating and addressing employee grievances arising out of the application and interpretation of the collective bargaining agreements. *E*
18. Manage and oversee the human resources management computer systems; participate in the development of new systems and in solving problems with existing systems in collaboration with Computer Services staff; oversee and participate in the development and implementation of Web-based human resources management systems including Web-based recruitment activities. *E*
19. Conduct a variety of studies and investigations; prepare a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, contracts, documents, and other materials. *E*
20. Direct the processing of unemployment insurance and other related claims; determine the validity of District claims and recommend appropriate action and resolution. *E*
21. Oversee the processing of personnel transaction documents and the maintenance of department records and files. *E*
22. Serve as Chair of the Employer-Employee Relations Committee; administer assigned employee relations programs including the District's Educational Incentive Program and Outstanding Employee Award Program. *E*
23. Represent the District at local, regional, and state meetings including Southern 30 Information Exchange Consortium, CCC Affirmative Action Consortium, Chancellor's Mega Conference, and ACHRO/AAO. *E*
24. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources, program development and implementation. *E*
25. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive public human resources management program including workers compensation.

Public human resources administration theory, principles, and practices and their application to a wide variety of human resources programs and procedures including recruitment, selection, labor and employee relations, classification, and compensation.

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Principles and practices of a workers' compensation program.
Basic principles, laws and regulations relating to payroll preparation and processing.
Principles and practices of program development and administration.
Pertinent Federal, State, and local laws, codes, and regulations including pertinent provisions of the Education Code as it applies to personnel practices and procedures in community college districts.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Automated human resources systems and integrated business office software.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Advanced oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Manage, direct, and provide effective leadership for assigned areas of responsibility.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Develop and implement programs to meet the District's human resources goals and objectives.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Provide direction to District administrators and employees on human resources issues.
Identify and respond to sensitive organizational issues, concerns, and needs.
Research, analyze, and evaluate new service delivery methods and techniques.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Interpret and apply applicable Federal, State, and District policies, laws, and regulations.
Conduct meetings and serve on committees.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree with a major in human resources management, business administration, public administration, or related field. Five years of increasingly responsible professional public personnel or related experience including three years of supervisory and management experience. A Masters degree in business administration or a related field is desirable. Experience administering a worker's compensation program is desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; travel to different locations to attend meetings or perform other assigned District functions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised: March 24, 2000

Johnson & Associates

Revised: June, 2012

Forsberg Consulting Services

Revised July 10, 2013

Human Resources