

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT FOR HUMAN RESOURCES

BASIC FUNCTION:

Under the administrative leadership and general direction of the Superintendent/President, the Vice President for Human Resources is responsible for the overall planning, supervision and coordination of the College's Human Resources Office, which includes all personnel and record keeping functions, staff diversity and Equal Employment Opportunity (EEO) programs, health and welfare programs and other related operations, programs and functions. The Vice President is a member of the Superintendent/President's Cabinet and is expected to set a management standard of leadership ensuring accurate, timely, and caring responses by the Human Resources Office to the college staff and community.

REPRESENTATIVE DUTIES:

Provide administrative leadership for the Human Resources Office including oversight and direct involvement in recruitment and selection procedures, employee disciplines, staff diversity, classified/academic/administrative evaluations, tenure review, reclassification, employee complaints and investigations and related functions. *E*

Keeps abreast of all pertinent legislation, rules, regulations and court decisions that may relate to faculty, staff and personnel operations. Responsible for interpretation of, and compliance with, Federal and State laws and regulations relating to Human Resources. *E*

Represents, or assists in the representation of, the District in administrative hearings, including but not limited to mediation, arbitration, hearings before Public Employment Relations Board (PERB) and disciplinary hearings. *E*

Serves as the District's Chief Negotiator in contract negotiations with Classified School Employees Association (CSEA) and Southwestern College Education Association (SCEA). Provides leadership to the District negotiation team in reviewing, analyzing and preparing counter proposals during formal negotiations. *E*

Monitors District adherence to collective bargaining agreements; provides training and direction to administrators and supervisors in interpreting and compliance with negotiated employer/employee agreements. *E*

Recommends and arranges for in-service training of management in regulatory laws, directives and principles of personnel management. *E*

Provides competent leadership in disciplinary actions and grievance resolution; manages all levels of the investigation, analysis of disciplinary and grievance processes, including the fact-finding level. *E*

Serves as District Equal Employment Opportunity/Staff Diversity Officer and Title IX/Gender Equity Officer. *E*

Assists College diversity and inclusion initiatives including the development, enhancement, implementation, documentation, training, and evaluation of existing and proposed programs. *E*

Oversees the development and administration of the annual budgets for human resources and staff diversity program areas; participates in the forecast of funds; monitors and approves expenditures; recommends necessary adjustments. *E*

Vice President for Human Resources - Continued

Oversees and participates in the selection, training and evaluation of assigned personnel; oversees work assignments; evaluates and assists employees to correct deficiencies; implements discipline and termination procedures as appropriate. *E*

Oversees the preparation of materials and reports for the Board of Trustees, including Board Agenda items. *E*

Represents the District at meetings, conferences and workshops related to the management of Human Resources functions. *E*

Serves on college committees as assigned; performs other related duties as assigned by the Superintendent/President. *E*

Plans and implements technology and online systems as related to Human Resources functions. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a human resources management.

Public human resources administration theory, principles, and practices and their application to a wide variety of human resources programs and procedures.

Principles and practices of program and project design, development, implementation, and administration.

Pertinent Federal, State, and local laws, codes, and regulations.

District policies, procedures, and current educational programs.

Methods and techniques of designing and implementing human resources related programs and projects.

Methods and techniques of leadership and management.

Principles of supervision, training, and performance evaluation.

Principles and practices of budget preparation and administration.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of statistical record keeping and report preparation.

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:

Direct the activities of and provide effective leadership to the Colleges Human Resources Office.

Oversee and participate in the development and implementation of policies, procedures, goals, and objectives related to area of assignment.

Develop, coordinate, and manage effective human resources.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Provide consultation, support, and technical assistance related to area of assignment.

Research, analyze, and evaluate new service delivery methods and techniques.

Identify and respond to sensitive organizational issues, concerns, and needs.

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.

Develop and maintain an operational budget.

Select, supervise, and evaluate assigned staff.

Vice President for Human Resources - Continued

Plan, organize, direct, and coordinate the work of assigned staff.

Effectively represent District policies to the general public, students, staff, outside organizations, and other government agencies.

Interpret and apply Federal, State, and local policies, laws, and regulations.

Exercise critical and independent judgment.

Serve on a variety of boards and committees.

Coordinate multiple project activities and tasks.

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:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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Johnson & Associates

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Human Resources

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Human Resources

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