PERALTA COMMUNITY COLLEGE DISTRICT  - June, 2011

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES
(Management Salary Range 3)
Job Code: 673

CLASS PURPOSE
Under the direction of the Vice Chancellor of Human Resources & Employee Relations, the Director of Human Resources directs and supervises district-wide human resources operations and services. Areas of responsibility include equal employment opportunity compliance and administration, recruitment and selection, classification, compensation, benefits, leaves and absences, HRIS administration, employee evaluation administration, and employee orientation programs. Performs other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:
Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Directs and supervises the daily activities of the District’s employment and HR operations.
- Ensures that the recruitment and selection process for all District classifications is in full compliance with both federal and state rules, regulations and guidelines.
- Directs and administers the District’s Equal Employment Opportunity program to ensure compliance.
- Manages all aspects of personnel records administration for the District, including personnel files and electronic records.
- Administers the development and coordination of the District’s classification, compensation, leaves, FMLA/CFRA, benefits and entitlement programs.
- Assists in the development and administration of the office budget and expenditures from the Faculty and Staff Diversity Fund.
- Assists in the development and implementation of staff development programs.
- Manages the development and implementation of employee orientation programs.
- Supervises the compilation and analysis of HRIS data, prepares various reports.
- Investigates and assists in resolution of complaints.
- Supports the Vice Chancellor in matters related to employee/labor relations and collective bargaining, including grievances and investigations.
- Drafts board agenda items for approval by the Vice Chancellor.
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- Coordinates and monitors the evaluation process for all District employees.
- Provides information and training in HR processes and procedures, and provides technical assistance and information to departments and other divisions within the District on these matters.
- Performs other related duties as assigned by the Vice Chancellor of Human Resources and Employee Relations.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor’s from an accredited college or university and three years of recent and increasingly responsible demonstrated professional or administrative experience in the field of human resources including at least one year of human resources management experience.

2. Functional experience working with an integrated HRIS system, such as PeopleSoft, Banner, Datatel, or similar system in an educational environment.

3. Knowledge of:
   - Principles and practices of personnel management;
   - Applicable laws, rules, regulations, codes and statutes relating to personnel management for a public institution;
   - Equal employment opportunity compliance programs in educational systems;
   - Budgeting procedures and techniques;
   - Principles of supervision and work planning;
   - Human resources information systems;
   - Current personal computer technology, including office productivity programs.

4. Ability to:
   - Plan, organize, and supervise the work of human resources staff;
   - Gather and analyze data and situations and make appropriate decisions;
   - Effectively interpret and apply complex laws, contract language, rules, regulations, policies and precedents to personnel problems and develop working solutions;
   - Prepare and present comprehensive, concise, clear oral and written reports
   - Establish and maintain a cooperative, productive, and effective working relationship with staff, District personnel and all others contacted in the course of business.

5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Master’s degree from an accredited college or university in Human Resources Management, Organizational Development, Public Administration, Industrial/Labor Relations or a closely related field.
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- Working knowledge of the provisions in the following regulations and guidelines as they pertain to Human Resources administration in California Community Colleges.
  - California Education Code
  - California Code of Regulations, Title 5
  - Minimum Qualifications for Faculty and Administrators in California Community Colleges
- Human Resources administration experience involving the interpretation and application of the provisions of one or more collective bargaining agreements.

ENVIRONMENTAL DEMANDS

  Occasional work performed alone. Constant work around and with other people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13