

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

(Management Salary Range 3)

Job Code: 673

CLASS PURPOSE

Under general direction of the Vice Chancellor of Human Resources & Employee Relations, this position is responsible for the leadership, development, and management of personnel policies and practices, including recruitment and employment, classification and compensation, performance management and training, HRIS, and employee relations, as well as all aspects of programs related to professional development. The Director is responsible for assisting the Vice Chancellor, Human Resources & Employee Relations in the management of core human resources functions, including providing direction and support for daily operations, supervising staff, and coordinating with other programs and services related to, or in support of human resources functions. Public contact is extensive, and involves staff, faculty, students, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. The Director of Human Resources supervises and directs the work of professional, paraprofessional, clerical and other staff, and student assistants as assigned.

DUTIES AND RESPONSIBILITIES

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

- Provides clear articulation of District personnel policies, procedures, collective bargaining agreements, and applicable laws and regulations to staff, faculty, students, vendors, outside educational institutions and businesses, community representatives, and governmental agencies
- Coordinates the day-to-day operations of the Human Resources Department, including recruitment and selection, equal employment opportunity and diversity outreach, compensation and classification, personnel processing, personnel record-keeping, accommodations, personnel policies, employee performance and recognition, and contract administration
- Provides technical direction to managerial, technical/professional, and clerical staff regarding various human resources activities
- Ensures effective and efficient administration of electronic application and database systems, onboarding procedures, and related functions
- Coordinates and manages the District's New Employee Orientation Program
- Consults with all levels of District staff and union representatives on human resources issues

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- Promotes and implements the District's Equal Employment Opportunity and Diversity Plans in the administration of Human Resources policies, procedures, services and programs, including recruitment and selection and compliance with ADA and FMLA
- Directs human resources operational functions and activities related to academic employees, including minimum qualifications for faculty and administrative staff, faculty salary step placements, faculty tenure review process, faculty contracts, faculty equivalency requirements, faculty seniority, and other issues as required
- Prepares and submits reports and agenda items for the Peralta Community College District's Board of Trustees relating to all aspects of the District's human resources programs
- Provides accurate and consistent application of Education Code and Title 5 human resources requirements across the District
- Provides leadership and oversees employee information collection, analysis and reporting, and supervises the input of data to ensure its integrity and accuracy
- Provides hands-on management of administrative and faculty selection processes, including training of committee members and oversight of the full screening and hiring process
- Supervises and evaluates the performance of Human Resources classified staff and student employees
- In coordination with the Vice Chancellor of Human Resources & Employee Relations, develops and presents innovative and responsive labor negotiation proposals relating to classified and faculty collective bargaining
- Represents Human Resources and the District at a variety of meetings
- Develops, implements, and administers a variety of special projects
- Develops and administers the departmental budget and ensures compliance and effective use of department resources by monitoring and tracking budget expenditures
- Performs classification reviews for classified and supervisory positions, including classification studies, salary survey analysis, and the development of compensation and salary placement recommendations
- Provides oversight for employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations, and maintains the FMLA and family illness database
- Provides guidance and information to classified and academic employees regarding PERS and STRS retirement processing or employment separation, and acts as a resource to District retirees regarding a variety of issues
- Prepares and/or supervises the preparation of a variety of complex reports related to personnel issues, including forecasting budgets for employee and retiree compensation and benefit programs
- Evaluates and assesses the District's Human Resources Information System (HRIS) to ensure that personnel actions are updated, reporting is accurate and timely, periodic maintenance is conducted, and troubleshooting is conducted, as necessary

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- Participates in participatory governance and collaborates on a variety of institutional issues, including employee relations, human resources administration, union relations, new employee programs, collective bargaining agreements, and related human resources topics
- Promotes a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community
- Stays abreast of developments and changes in laws in the compensation, benefits, leaves, and retirement fields, as well as Human Resources field in general
- Performs other duties, as assigned by the Vice Chancellor of Human Resources & Employee Relations

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of California Education Code, including Title 5, as well as federal and state laws and regulations as they relate to community college human resources functions, labor negotiations, and employee relations
- Knowledge of principles, policies and practices of personnel administration, as it relates to recruitment/selection, position classification, wage and salary administration, employee/labor relations, supervision, training, employee and organizational development, motivation, and conflict resolution
- Knowledge of the Affordable Care Act (ACA), the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) and the Pregnancy Disability Act (PDA)
- Knowledge of HRIS system development and administration, such as PeopleSoft, DataTel and Banner, or other HRIS systems, analysis and research methods, and human resources functions and processes
- Knowledge of leadership, team building, motivation, and conflict resolution principles
- Knowledge of collective bargaining and labor relations in the public sector
- Knowledge of the techniques of budget planning, monitoring, forecasting, and analysis
- Demonstrated ability in communicating effectively with people at various levels within an organization
- Demonstrated ability in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups, and abilities
- Demonstrated ability in supervising and evaluating the work of others
- Demonstrated ability in working with difficult individuals
- Demonstrated ability in conducting complex data comparison, analysis, and synthesis
- Superior skill in written communication
- Superior skill in oral communication, including public speaking
- Demonstrated ability in research, compiling data for formatting, and effectively presenting data for a variety of audiences
- Demonstrated ability to manage projects, put systems in place, and evaluate their effectiveness

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- Demonstrated ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines under pressure
- Demonstrated ability to read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures
- Demonstrated ability to think critically and solve problems

MINIMUM QUALIFICATIONS

- A combination of education and experience equivalent to a Bachelor's degree, preferably in Human Resources Management, Public Administration, Industrial/Labor Relations, or a closely related field
- Five years' experience of increasing responsibility in human resources, payroll, or a related area that demonstrates competencies sufficient to successfully perform the essential functions of the position
- Possession of a Professional in Human Resources (PHR) Certification
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, sexual orientation, and gender identity of community college students, faculty, and staff
- Experience with program planning, assessment, implementation, and evaluation
- Experience with directing the work of others
- Demonstrated skills in written and oral communication, including public speaking
- Demonstrated effective collaborative and relationship building experience with diverse constituents
- Demonstrated skill in the use of a variety of computer software for written materials, reports, and presentations

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.

ENVIRONMENTAL DEMANDS

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

PHYSICAL ABILITIES

This position requires attention to detail, good memory, ability to work under deadline pressure, sitting and standing for long periods of time, oral and written communication, keyboarding for significant portions of the workday, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.

Revised: November 4, 2015