POSITION PURPOSE

Reporting to the Vice Chancellor of Human Resources and Equal Opportunity, this position is responsible for leadership in the management and administration of personnel policies and practices, including benefits, collective bargaining, classification, and employee relations.

KEY DUTIES and RESPONSIBILITIES:

**District Human Resources/Personnel:**
1. The Director is responsible for the clear articulation of District personnel policies and procedures to administrators and employees to ensure compliance and implementation of collective bargaining agreements.
2. As chief negotiator for classified collective bargaining units develop and present innovative and responsive proposals in both interest based and positional bargaining environments.
3. Develop and present training required to effectively implement collective bargaining agreements.
5. Direct the classification system, for all classified, supervisory and administrative positions including classification studies, salary survey analysis; and development of compensation related recommendations.
6. Participate in shared governance and collaborate on a variety of institutional issues including implementation of collective bargaining agreements and related employee/employer activities.
7. Promote and implement the District's Equal Opportunity and diversity plans in the administration of Human Resources policies, procedures, services, and programs with specific responsibility for implementation of and compliance with ADA and FMLA.

**Health and Welfare Benefits Programs:**
1. Responsible for overseeing and directing the development, design, administration and implementation of the District's Health and Welfare Benefits programs including medical, dental, vision, long-term disability, employee assistance programs and workers compensation. Responsible for management of retiree benefits.

**Human Resources Department**
1. Coordinate the day-to-day operations of the Human Resources Department; supervise, develop and evaluate Human Resources support staff.
2. Coordinate the development, implementation and modification of the human resources information system for the management of employee, retiree, contractor and related HR records and documentation.
3. Assist in the development and monitoring of department budget.
4. Serve as lead in the migration to a new human resources information system.
5. Perform other duties requiring a high level of responsibility and independent judgment.
EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge of Human Resources policies and practices in education.

2. Advanced skill and knowledge in Human Resource Information System technology.

3. Knowledge of Job evaluation and classification techniques


Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Demonstrated success in Labor relations/negotiations.

3. Ability to organize and direct workflow.

4. Ability to communicate effectively orally and in writing with staff and administrators.

5. Ability to effectively mediate disputes and resolve conflict.

6. Ability to develop and implement personnel policies and procedures.

7. Ability to demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.

8. Ability to work effectively under pressure.

Experience and Education:

1. Bachelor’s degree or equivalent.

2. Three to five years in human resources management or a related area including one year of supervisory experience.

Range: I
EEO-Category: H-11