Foothill-De Anza Community College District

Vice Chancellor, Human Resources and Equal Opportunity

Department: Human Resources and Equal Opportunity

College: Central Services

Date: February 2002

POSITION PURPOSE

Reporting to the Chancellor, plans, organizes, directs, and leads the department, administration, and direction of Human Resources services and programs for the District. Provides promotion, direction, implementation, and coordination of staff diversity/Equal Opportunity programs. Directs labor relations including service, as chief negotiator, for the District; develops, assigns, supervises, and evaluates assigned staff; advises and counsels senior and executive administration and the Board, on policy, legal requirements, and the impact of legislation, on employees, and develops and presents policies in response to legislation and District needs.

NATURE AND SCOPE

The Vice Chancellor of Human Resources and Equal Opportunity supervises the Director of Human Resources, Director Legal Affairs, Compliance and Training, HR Specialist/Classification and Compensation, HR Specialist/Classified and Management, HR Specialist/Faculty, Recruitment/Equal Opportunity Supervisor, and Executive Assistant.

This position is responsible for policy development, contract negotiations, interpretation, implementation, and application decisions; representing the District in grievances and arbitration; responding to employee-related litigation, evaluating discrimination and sexual harassment complaints, and overseeing department issues, such as budget, operations, procedures, etc.

KEY DUTIES AND RESPONSIBILITIES

1. Develop and implement an effective Human Resources policy, procedure, and system; advise the Chancellor and Board on policy, and legal requirements/compliance; coordinate Human Resources activities to support the college community in meeting the District’s mission.

2. Serve as chief negotiator for the District for four unions: the Faculty Association, SEIU, CSEA, and Teamsters, as well as meet and confer with Administrative Association and Confidential employees; interact with other employee groups, such as Classified and Faculty Senates, to meet needs, develop programs, and respond to problems.

3. Direct District diversity efforts including compliance with Equal Opportunity and Title V regulations; plan and facilitate appropriate training for all employees; coordinate/facilitate/supervise District discrimination complaint process.

4. Mediate and conciliate employee grievances; represent the District in grievance hearings; direct disciplinary actions; intervene in supervisor/employee relations’ problems.

5. Consult legal counsel on contract issues, litigation, and compliance issues.

6. Develop and implement complex classification systems and competitive compensation plans for all employee groups that are fiscally sound, and that substantially recognize employee contributions to the District.

7. Direct employment services including recruitment, selection, initial employment, retention of District staff; provide training in effective employment practices; integrate employment goals with diversity goals; provide information and support for retention of new employees.
8. Direct and supervise the activities/services of the Human Resources staff in providing services to faculty, staff, and administrators for employment benefits, classification, training, and performance evaluations. Assign, evaluate, and provide development opportunities to HR staff; establish standards of performance and methods of operation, assign and monitor work loads and projects.

9. Provide leadership and participate in shared governance committees; develop and facilitate staff development, training activities, and opportunities.

EMPLOYMENT STANDARDS

Knowledge:

1. Equal Opportunity
2. Board policies.
4. Mediation and conflict resolution, arbitration rules, and legal remedies.
7. Computers: commonly used software and communication media.

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. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
3. Computer literacy: ability to manage and apply technology to Human Resources, preferred.
4. Leadership, decision-making, supervision, problem-solving, organizational, and analytical ability.
5. Presentation skills.

Education and Experience:

1. Advanced degree in business, or other related field; JD preferred.
2. Five years progressively responsible experience in Human Resources, with at least two years in higher education.
3. Labor relations experience with a large, well-established bargaining unit.
4. At least one year of supervisory experience in the principles and practices of diversity and Equal Opportunity.
5. 5 + years Human Resources experience in a community college, preferably a multi-college district, preferably in California.
7. HRIS experience preferred.

8. Experience working with legislators and legislative committees.

**Working Conditions:**

Typical office environment; subject to travel to conduct work.

Date Approved: February 2002
Grade: 12
EEO-Category: H-10