



Position Description

Position: Director of Human Resources	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Superintendent, President	Salary Range: _____

General Description

Under the direction and supervision of the Superintendent/President the Director of Human Resources is responsible for the administration of the process of recruitment, screening, interviewing, hiring and all other matters of personnel services. The Director is responsible for maintaining the currency of personnel records including job descriptions, employee evaluations, and related Board policies and regulations. The Director supervises the Human Resources/Staff Diversity Officer and oversees diversity and discrimination complaint compliance and the college mailroom and switchboard operations. The Director of Human Resources is the District's Chief Negotiator and is responsible for contract interpretation with regard to collective bargaining agreements with the three represented unions on campus.

Essential Duties and Responsibilities

- Organize and supervise all matters of personnel services.
- Supervise the Human Resources/Staff Diversity Officer and the areas of discrimination complaints, diversity, mentor program, the hiring processes, the college mail services, and College telephone operations.
- Oversee the program of sensitivity training of employees.
- Prepare or direct the preparation of local, state and federal statistical reports, related but not limited to, staff data, state diversity budget allocation, fulltime faculty obligation reporting, staff development budget allocation, part-time faculty equity funding.
- Verify all minimum qualifications for the hiring of faculty, both full and part-time, including initiating the equivalency process if needed.
- Insure compliance with local, state and federal regulations.
- Prepare and monitor budget for all assigned programs.
- Participate in the hiring of Human Resources personnel.
- Supervise and evaluate personnel in assigned areas.
- Oversee and track grievances.
- Advise and coordinate employee discipline.
- Manage maintenance of human resources computer program with Los Angeles County Office of Education.
- Act as custodian of employee records.
- Interpret and administer terms of collective bargaining agreements as they relate to the activities of human resources.
- Determine salary placements for all college employees.
- Oversee employee testing program.



Position Description

- Serve as an active member of the Superintendent/President's staff.
- Serve on and provide leadership to campus committees as assigned.
- Work closely with district MIS staff for establishing and/or improving human resources computer needs as the college converts to a new data management system.
- Work cooperatively with the Fiscal Services Division to coordinate human resources and payroll and finance activities.
- Perform other duties as assigned.
- Represent the District in negotiations with the three local employee unions.

Minimum Qualifications

- Possession of a Master's Degree in Human Resources, Personnel Management, Management, Organizational Leadership or a related field determined by the interview panel.
- At least three years of supervisory experience in a public institution human resources office, including negotiating experience, preferably in an educational environment.
- Evidence of your sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- One year of formal training, internship or leadership experience reasonably related to this management assignment.
- Earned degree received from an accredited institution or an equivalent foreign institution by the screening date.
- Foreign transcripts transcribed in English and evaluated for U.S. equivalency by a bonafide evaluation service.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the Superintendent/President's executive management staff.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex and highly regulated public institution human resources department.
- Evidence of experience as chief negotiator or negotiating team responsibility.

Preferred Qualifications