



Position Description

Position: Manager of Human Resources/Staff Diversity (Classified Management Position without Retreat Rights)	Position Number: 402701
Department/Site: Human Resources	FLSA: Exempt
Evaluated by: Director of Human Resources	Salary Range: M-49

General Description

Under the direction and supervision of the Director of Human Resources and District Chief Negotiator, the Manager of Human Resources/Staff Diversity directly supervises or assists in supervising the day to day operations of the Human Resources Department activities including all aspects of personnel; employee benefits, Workers' Compensation, and property and liability insurance programs, switchboard activities; and the campus safety program. In addition, serves as the District's diversity officer in all matters regarding compliance with state and federal personnel, equal opportunity and affirmative action laws. Serves as the District's contact for all complaints filed for discrimination, including sexual harassment.

Essential Duties and Responsibilities

- Acts as District Diversity Officer.
- Chairs Staff Diversity Committee.
- Addresses compliance issues to county, state, and federal agencies.
- Performs internal investigations regarding discrimination complaints, including sexual harassment.
- Supervises the day-to-day operation of Human Resources Department.
- Supervises or assists in supervising human resources staff.
- Supervises recruitment, hiring, evaluation, and separation programs.
- Screens applications.
- Performs background checks.
- Provides counsel to staff regarding discipline.
- Develops discipline (including termination) cases when appropriate.
- Supervises the maintenance of personnel files, including security.
- Maintains appropriate County Human Resources System tables.
- Prepares a variety of statistical reports, including Staff Data, Staff Diversity, IPEDS, Applicant Flow, Recruitment Fair, and Employee Profile Reports.
- Calculates salary and maintains accurate records.
- Maintains a variety of computerized programs and tasks; develops improved procedures that promote efficiency.
- Maintains an excellent working relationship with staff, students, and applicants.
- Performs or supervises the conduct of salary surveys.



Position Description

- Interprets and implements collective bargaining contracts.
- Performs other duties as assigned that support the overall objective of the position.

Minimum Qualifications

- Possession of a Master's degree in any discipline, required.
- One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, required.
- A demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college staff and students.
- Earned degrees received and verified by the screening date from an accredited institution or an equivalent foreign institution.
- Foreign transcripts evaluated and transcribed by a bonafide evaluation service.
- Evidence of the ability to communicate effectively in English with a diverse population, both orally and in writing.
- Evidence of the ability to work effectively with staff and students from diverse backgrounds.
- Evidence of the ability to work in a shared governance (collegial) environment.
- Evidence of advanced computer literacy.

Preferred Qualifications

- Possession of a Master's degree in Human Resources Management or Management, preferred.