



## POSITION DESCRIPTION

Executive Director of Human Resources

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**Position** ..... Executive Director of Human Resources  
**Department/Site** ..... Human Resources  
**FLSA** ..... Exempt  
**Evaluated by** ..... Superintendent/President  
**Salary Range** ..... M-81

### **General Description**

Under the direction and supervision of the Superintendent/President the Executive Director of Human Resources is responsible for the administration of the process of recruitment, screening, interviewing, hiring and all other matters of personnel services, including maintaining the accuracy of the District's position control system. The Executive Director is responsible for maintaining the currency of personnel records including job descriptions, employee evaluations, and related Board policies and procedures. The Executive Director also serves as the District's official filing officer, responsible for administering the District's Form 700 Statement of Economic Interests and maintaining the District's Conflict of Interest Code. The Executive Director of Human Resources supervises the Human Resources/Staff Diversity Officer, is the District's custodian of records, is the District's chief negotiator, and serves as a member of the Superintendent/President's cabinet.

This is a 12-month classified management position.

### **Essential Duties and Responsibilities**

- Administers a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedules, etc.) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, attorneys, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Serves as the District's representative on a variety of legislative, legal, and administrative meetings and proceedings including matters of unemployment claims, workers compensation hearings, court matters, etc.
- Consults and advises administrators on a wide variety of sensitive personnel issues (e.g. discipline, grievances, hiring, promotions, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.
- Coordinates the administration of the District's employee health and benefits program, including COBRA, IRS Section 125 plans, the Affordable Care Act, and related reporting.
- Coordinates the District's workers' compensation program.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services including established timeframes and in compliance with related requirements achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.



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- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies including JPAs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates grievances and or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Monitors the maintenance of manual and electronic documents, files and records (e.g. background information, personnel files, vacancy listings, applicant tracking, Human Resources and Staff Diversity websites, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.
- Monitors a variety of processes (e.g. certificated and classified posting process, interview schedules, substitute placement, certificated and classified placements, personnel transfers, new employee orientation, sensitivity training, department procedures, position control, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.
- Represents the District in collective bargaining processes for the purpose of leading District negotiation of labor agreements with the three represented unions on campus.
- Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Provides leadership to and serves on a variety of campus committees for the purpose of creating an atmosphere of collegiality and supporting the goals of the participatory governance.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and procedures, public records requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan and/or complying with regulatory requirements.
- Collects, monitors, and presents disaggregated hiring and retention data with the goal of ensuring a diverse workforce at all levels.



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- Develops, implements, and monitors progress of the District's Equal Employment Opportunity Plan.
- Administer the District's human resources operations, and serves as a resource for employment practices, job classifications, job descriptions, job analysis, staffing analysis, salary administration, and salary placement.
- Develops and presents training on human resource-related topics and procedures, and as required to effectively implement collective bargaining agreements. Provides direction and development of new employee orientations and staff development programs.
- Provides leadership in District's efforts to increase the diversity of faculty and staff, and in the creation of a welcoming and inclusive work and educational environment.
- Assists with and promotes the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **Minimum Qualifications**

- Possession of a master's degree.
- A minimum of three (3) years of successful leadership experience as an administrator at an educational institution.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.