



POSITION DESCRIPTION

Manager of Human Resources/Staff Diversity

Position Manager of Human Resources/Staff Diversity
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, the Manager of Human Resources/Staff Diversity directly supervises the day-to-day operations of the Human Resources Department. In addition, the Manager of Human Resources/Staff Diversity serves as the District's diversity and Title IX 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.

This is a twelve month classified management position without retreat rights.

Essential Duties and Responsibilities

- Acts as the District's diversity and Title IX officer.
- Co-chairs the Human Resources Advisory/Staff Diversity Committee.
- Addresses compliance issues to county, state, and federal agencies.
- Performs internal investigations regarding discrimination complaints, sexual harassment complaints, and Title IX complaints.
- Supervises the day-to-day operation of Human Resources Department.
- Supervises the 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, 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.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Insures compliance with local, state and federal regulations.



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- Supervises and evaluates personnel in assigned areas.
- 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.
- One year of leadership experience reasonably related to this management assignment.
- 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, cultural background, disability, and sexual orientation of community college students, faculty, and staff.