

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Associate Director, Human Resources

Department: Human Resources

Location: District Office

Date: 07/01/2018

POSITION PURPOSE

Reporting to the Vice Chancellor of Human Resources, the Associate Director of Human Resources is responsible for leadership in the management and administration of personnel policies and practices, general human resources services including employment services, personnel transactions, employee relations, performance management and training Health and Welfare benefits programs.

NATURE AND SCOPE

The Associate Director of Human Resources is responsible for helping to manage the human resources functions of the District and providing technical and administrative direction for a variety of core functions to administrators and support staff. Plans, organizes and directs the day-to-day operations of the Human Resources office, supervises staff and provides coordination with other Human Resources staff in support of the human resources program. Acts in the absence of the Vice Chancellor for Human Resources involving Human Resources functions and performs related work as assigned.

KEY DUTIES and RESPONSIBILITIES

District Human Resources/Personnel

1. Provide clear articulation of District personnel policies and procedures to administrators to ensure compliance and implementation of collective bargaining agreements, Education Code and labor law.
2. Advise Management staff on best practices and effective problem solving techniques when dealing with employee performance issues.
3. Provide technical expertise to employees district-wide, regarding contract policies, Ed Code, labor law and conflict management skills.
4. Administer disciplinary processes by coaching and supporting administrators and supervisors to follow the steps of progressive discipline.
5. Facilitate group processes for problem solving, team building and communication skills.
6. Participate in shared governance and collaborate on a variety of institutional issues including implementation of collective bargaining agreements, employee/employer activities, and district-wide performance management activities.
7. Participate in labor negotiations, and the preparation and administration of collective bargaining agreements.
8. Provide leadership in developing and designing organizational development programs, employee and management training programs, and other professional development activities.
9. Develop and present trainings on human resources related topics and procedures as required to effectively implement collective bargaining agreements.
10. Cultivate positive working relationships within District Services and among and across the colleges to build confidence and satisfaction with Human Resources services.

Human Resources Department Management

11. Under the direction of the Vice Chancellor of Human Resources, manage, direct, oversee and participate in the development of the human resources work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
12. Oversee Human Resources functional areas, including the planning, coordination, evaluation and direction of: Employment Services, Equal Employment Opportunity, Diversity, Worker's Compensation, HR operations, and training opportunities.
13. Oversee District's Health and Welfare Benefits programs including medical, dental, vision, long-term disability, employee assistance programs and COBRA.
14. Direct training, evaluation and discipline of the assigned human resources personnel to provide high quality service.
15. Oversee the budget of specific areas, including employment services and Americans with Disabilities Act (ADA) compliance in order to maximize financial resources.
16. Foster an environment that promotes inclusiveness, diversity, trust and respect.
17. Act in the absence of the Vice Chancellor of Human Resources.

Workplace Diversity, Risk Management and Compliance

18. Promote and implement the District's Equal Opportunity and Diversity plan in the administration of Human Resources policies, procedures, services, and programs, including recruitment and selection.
19. Uphold the District's commitment to employee safety by ensuring compliance with the Injury, Illness and Prevention Plan. Provide opportunities for safety awareness trainings.
20. Respond to complaints concerning district employees, and ensure appropriate investigation, reporting and compliance.
21. Ensure compliance with pertinent federal, state and local employment laws.
22. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and practices of human resource management and administration.
2. Applicable state, and federal laws, rules and administrative regulations.
3. Principles of supervision, training, performance evaluation and discipline.
4. Labor relations in the public sector.
5. Human Resources Information System technology.
6. Conflict resolution principles and techniques.

7. Needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of the community, District employees and students.

Skills and Abilities to:

1. Consistently apply concepts, laws, methods, techniques, and other guidelines of professional work in the human resource management field.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Organize and direct workflow.
4. Interpret and apply collective bargaining agreements.
5. Effectively mediate disputes and resolve conflict.
6. Develop and implement personnel policies and procedures.
7. Demonstrate initiative and creativity in identifying solutions to complex issues and problems.
8. Organize and analyze varied and complex data.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.
3. Bachelor's degree in Human Resources, Business Administration, Public Administration or a related field.
4. Five years of experience in human resources management or a related area, including two years of supervision experience.

Working Conditions:

1. Typical office environment.

Board Approved: 5/8/18

Salary Range: M-26

EEO Category: 2B1 Executive/Administrative/Managerial