

## San José Evergreen Community College District Management Job Description

**Position:** Associate Vice Chancellor, Human Resources

**Department:** Human Resources

**Location:** District Office

**Date:** August 29, 2018

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### POSITION PURPOSE

Reporting to the Chancellor, the Associate Vice Chancellor of Human Resources develops and implements the human resources services necessary to support the mission of the District.

### NATURE and SCOPE

The Associate Vice Chancellor of Human Resources is responsible for interpretation of various states and federal laws, codes, rules, and regulations related to human resources functions and is expected to develop policies and procedures to assure compliance with the laws and regulations. The Associate Vice Chancellor of Human Resources serves as a district negotiator and is responsible for interpreting and assuring compliance with the provisions of the negotiated agreements between the district and its employee associations and unions. Responsibilities include planning and directing the human resources and personnel services functions of the district and the planning of staff training and professional development.

### KEY DUTIES and RESPONSIBILITIES

1. Provide technical expertise, information and assistance to the Chancellor regarding assigned functions and responsibilities.
2. Plan, organize, control and direct the various Human Resources functions of the District.
3. Interpret, monitor and assist with compliance of assigned collective bargaining agreements for faculty and classified employees and policies for administrators; conduct contract administration meetings with faculty and classified union representatives and others to discuss issues related to contracts and to resolve issues involving employee relations or contractual interpretations or disputes.
4. Administer the discipline process including terminations; coordinate related hearings; administer the employee formal and informal grievance processes; communicate with administrators, conduct investigations and hearings as appropriate, coordinate with legal counsel and make recommendations to the Chancellor and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution; and support management in the mediation of employee concerns.
5. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
6. Coordinate the District's team and serve as chief negotiator for all bargaining units; prepare and evaluate proposals and response to union proposals; discuss negotiation strategies with Board members, communicate with campus and District management regarding contract changes. Serve as liaison with Administrators and Confidentials meet and confer group.
7. Interpret, monitor and assure compliance with various federal and State laws, rules and regulations related to Human Resources functions; develop policies and procedures related to compliance.

8. Direct the process for Human Resources planning and organizational development throughout the District.
9. Direct the classification process; advise on and monitor salary placements; assist with position development and position planning including appropriate and legal job descriptions.
10. Direct the contracting and administration of employee health and welfare benefits; assure compliance with appropriate laws and policies; direct administration of COBRA. Direct the administration of the District's worker's compensation plans.
11. Provide oversight of the Diversity plan; ensure proper investigation and administration of discrimination complaints, development of goals and policies, reporting of data to the State and Board of Trustees, coordination with campus diversity directors, and application of related guidelines and legislation in hiring decisions.
12. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
13. Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
14. Develop and prepare the annual preliminary budget for Human Resources; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
15. Attend and conduct a variety of meetings as assigned; serve on the Chancellor's Cabinet, the Executive Council and various advisory groups as assigned. Attend Board meetings and make oral presentations.
16. Advise and lead training sessions for employees throughout the District as needed. Conduct management training and support management in the mediation of employee concerns and development of faculty and staff.
17. Perform other duties assigned or delegated by the Chancellor.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Principles and practices of public sector Human Resources administration including classification and compensation, collective bargaining, recruitment and hiring, diversity, training, benefits programs, worker's compensation, complaint resolution, organizational management and strategic planning.
2. Applicable laws, codes, regulations, policies and procedures related to personnel functions, collective bargaining and employee relations in a community college.
3. Employment practices related to faculty, administrators and classified staff.
4. Budget preparation and control.
5. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Code of Regulations, Title 5, Education Code, OSHA, CSEA.
6. Community College governance process.
7. District policies and procedures.

8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software, computers, commonly used software and communication mediums.
12. Diverse academic, socioeconomic, cultural, disability; and ethnic backgrounds of community college students.

**Skills and Abilities:**

1. Plan, organize, control and direct the Human Resources functions of the District.
2. Administer collective bargaining agreements including negotiations, discipline, terminations and grievances.
3. Interpret and assure compliance with collective bargaining agreements and various State and Federal laws, codes, rules and regulations related to Human Resources including the California Education Code and Title V.
4. Supervise and evaluate the performance of assigned staff.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Direct the maintenance of a variety of reports and files related to assigned activities.
11. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
12. Communicate effectively both orally and in writing, including complex proposals and presentations.

**Education and Experience:**

1. Master's Degree in human resources management, public administration, organizational management, management, or similar degree, or education equivalent to the master's degree in one of these fields.
2. Three or more years' experience in human resources management positions with at least two years in the public sector; experience to include responsibility for collective bargaining, contract administration, grievances, disciplinary and evaluation processes, and recruitment and selection.
3. Successful experience as a chief negotiator in the public sector.
4. 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.

5. 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.

**Desired Qualifications:**

1. Proven experience of creating a positive working relationship with labor organizations.
2. Experience working with oversight Boards and collaborative governance structures.
3. Experience in promoting a work environment that embraces diversity and equity

**Working Conditions:**

1. Typical office environment.

Date Approved: 8/2818

Salary Range: EM-3

EEO-Category: 2B1 Executive/Administrative/Managerial