

San Jose/Evergreen Community College District
Classified Management Job Description

Position: District Director, Employee and Labor Relations

Department: Human Resources

POSITION PURPOSE

Under general direction, the District Director of Employee and Labor Relations plans, organizes, directs and integrates the employee relations and labor relations functions of the Human Resources Department, including the management and administration of personnel policies and practices, general human resources support services, labor relations, and legal and compliance activities; counsels and provides technical and administrative direction for a variety of core functions to administrators and support staff; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

District Human Resources/Personnel

1. Plans, develops, implements and administers comprehensive human resources management programs, policies, guidelines and procedures based on sound professional principles and practices and consistent with federal and state laws regarding personnel including education, labor and government code, and equal opportunity laws and regulations.
2. Under the direction of the Vice Chancellor of Human Resources, manages, directs, oversees and participates in the development of the human resources work plan; supervises appropriate Human Resources staff, assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
3. Manages and administers the budget of assigned functional areas in order to maximize financial resources.
4. Assists the Vice Chancellor, Human Resources in collective bargaining; assists in developing negotiation strategies; prepares and evaluates proposals and responses to proposals from employee organizations; collects and analyzes data used in contract negotiations and costs out proposals; assists with the implementation of collective bargaining agreements and communicates with District management regarding contract changes.
5. Provides internal consulting on a variety of complex, sensitive and confidential organizational and employee-relations issues; mediates conflicts; resolves issues involving employee relations or contractual interpretations or disputes; administers the grievance process including arbitration; works with legal counsel to respond to claims of unfair labor practices.
6. Provides leadership and centralized support to ensure District compliance with all requirements under Title IX, Title 5, and other federal and state laws and regulations pertaining to discrimination, sex-based harassment and sexual misconduct; develops, recommends and implements policies and procedures and provides training to District administrators, faculty, staff and students to meet compliance requirements.
7. Receives, investigates, analyzes, processes and responds in a timely and equitable manner to Title 5 and Title IX inquiries and claims from administrators, faculty, staff, students, and third parties; trains and coordinates internal and third-party investigators; prepares comprehensive reports of findings and recommendations for appropriate remedies within mandatory deadlines; maintains communications with all parties throughout the investigation and resolution process.

8. Promotes and implements the District's Equal Opportunity and Diversity Plan in the administration of Human Resources policies, procedures, services, and programs; responds to complaints concerning District employees and ensures appropriate investigation, reporting and compliance.
9. Act as liaison with outside legal services for human resources, employment and collective bargaining related issues.
10. Ensures compliance with the District's Injury and Illness Prevention Program by maintaining a safe work environment, enforcing safe work practices; ensures timely reporting and investigation of work place accidents; ensures employees receive mandated training and have proper safety equipment.
11. Analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
12. Cultivates positive working relationships within District and across the colleges to build confidence and satisfaction with Human Resources services.
13. Makes presentations to the Board of Trustees and other Board-level groups.
14. Represents the department on a variety of college and District committees; liaises with the California Community College Chancellor's Office; represents the District at regional and state meetings relevant to assigned human resources areas.
15. Acts for the Vice Chancellor, Human Resources in that individual's absence when appointed.
16. Fosters an environment that promotes inclusiveness, diversity, trust and respect.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, policies and practices of human resources administration, including employee relations, labor contract negotiations, classification, salary and benefits administration, employee and management training and development, and performance planning/appraisal.
2. Principles and practices of labor relations, including negotiation and contract administration techniques, and provisions of labor contracts and agreements.
3. Arbitration processes and advocacy techniques.
4. Trends and practices in human resource management.
5. Federal, state and local laws, regulations and court decisions governing the area of assignment including the California Education Code, Title IX, EEO, ADA, Family and Medical Leave Act (FMLA), Affordable Care Act (ACA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL).
6. The organization, functions, operations, policies and goals/objectives of the District and its Colleges.
7. Research and analysis practices and standards.
8. Theories and techniques of negotiation, mediation and conflict resolution.
9. Principles and practices of effective management and supervision.
10. Principles and practices of strategic planning.
11. Principles and practices of organizational improvement and culture change.
12. Operational knowledge of HRIS and payroll systems.

13. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan and direct the varied functions of the Human Resources department including labor relations, employee relations and human resources compliance activities.
2. Evaluate human resource management practices and make sound recommendations for improvement.
3. Develop and implement appropriate policies, procedures and controls.
4. Provide administrative oversight and financial management including effective utilization of staff and resources, performing operational and mandated reporting, and ensuring District human resources compliance.
5. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
6. Understand the needs of assigned areas and participate with the management team to coordinate projects and set goals and priorities.
7. Organize and chair meetings, lead workshops, facilitate group discussions, and involve staff in idea generation, goal setting, and decision making.
8. Represent the District in a variety of forums and interactions with other educational institutions, bargaining unit leadership, community groups and the public.
9. Schedule, coordinate, direct and evaluate the work of assigned staff.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and use standard business software and HRIS systems.

Education and Experience:

1. Bachelor's degree from an accredited institution in human resources, business administration, public administration or a related field.
2. Five years of human resources management experience including two at a supervisory or manager level and collective bargaining.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Desirable Qualifications:

1. Proven experience 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 ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 01/27/26

Salary Range: M30

EEO Category: 2B1- Executive/Administrative/Managerial