

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

Position: District Director, Human Resources

Department: Human Resources

POSITION PURPOSE

Under general direction, the District Director of Human Resources plans, organizes, directs and integrates the day-to-day operations of the Human Resources Department including the management and administration of personnel policies and practices, general human resources services including employment services, personnel transactions, employee relations, performance management, training and health and welfare benefits programs; participates in labor relations and compliance; 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, directs, controls, integrates and evaluates the work of Human Resources staff responsible for Employment Services, Personnel Services and Benefits including recruitment, selection and onboarding processes for full and part-time faculty, staff and student workers, maintenance of personnel files in the Human Resources Information System (HRIS), benefits administration, performance management and professional development.
2. Cultivates positive working relationships within the District and across the colleges to build confidence and satisfaction with Human Resources services.
3. Provides expert professional assistance, counsel and guidance to administrators and employees in employee and labor relations and provides clear articulation of District personnel policies and procedures to administrators to ensure compliance and implementation of collective bargaining agreements, California Education Code and labor law.
4. With the Vice Chancellor of Human Resources and other senior management, participates in developing the Human Resources Department work plan; plans, directs, controls, integrates and evaluates the work of staff and student workers in assigned Human Resources functions; evaluates human resources policies, processes, technologies and workflow and coordinates the implementation and evaluation of department goals, objectives, and work standards.
5. Manages and administers the budget of assigned functional areas in order to maximize financial resources.
6. Counsels and advises administrators on best practices and effective problem-solving techniques when handling employee performance issues; administers disciplinary processes by coaching and supporting administrators and supervisors to follow the steps of progressive discipline.
7. Plans and manages the recruitment, selection and onboarding processes for management, faculty and staff; reviews and approves recruitment plans; supervises the application, screening and selection processes and advises selection committee as needed; ensures compliance with the District's Equal Employment Opportunity (EEO) and diversity outreach efforts in recruitment and employment practices and related reporting.
8. Oversees and provides support to Human Resources staff in the operation of the District's HRIS system to ensure data integrity and the maintenance of accurate and timely employee information;

assists in the development of a variety of reports used for program analysis and negotiations; validates accuracy of all payroll-related entries into the HRIS system.

9. Performs classification analyses and compensation studies; oversees the administration of employee reclassification process and requests for out-of-class work assignments and pay; provides employment and salary verifications to third parties as requested by employees and authorized agencies.
10. Plans, coordinates and evaluates the District's Health and Welfare Benefits Programs, including medical, dental, vision, long-term disability, employee assistance programs and COBRA, workers' compensation, and a variety of leaves programs.
11. Assists employees with resolution of a variety of complex benefits and leave issues including those involving access to benefits, payroll, exhaustion of leave time frames and third-party administrators; monitors the return to work for employees returning from medical or workers' compensation leaves; evaluates ADA accommodation requests and ensures access to reasonable accommodations.
12. Coordinates employer-mandated training programs and annual training calendar; identifies training needs and coordinates professional development program and department-specific training for District personnel.
13. Researches and prepares data pertinent to the collective bargaining process; participates in the collective bargaining process and may serve as a member of the negotiation team; assists in the preparation and administration of collective bargaining agreements; updates and produces salary schedules and related documents based on agreements.
14. Assists with the administration of and compliance with Americans with Disabilities Act (ADA), Title IX, and other federal and state laws and regulations pertaining to discrimination, sex-based harassment and sexual misconduct.
15. Upholds the District's commitment to employee safety by ensuring compliance with the Injury, Illness and Prevention Plan; provides opportunities for safety awareness trainings.
16. Represents the department on a variety of College and District committees; assists the District EEO Diversity Advisory Committee in analyzing, developing and recommending programs, workshops and with EEO planning activities.
17. Makes presentations to the Board of Trustees and other Board-level groups; may serve as a liaison with the California Community College Chancellor's Office; represents the District at regional and state meetings relevant to assigned human resources areas.
18. Fosters an environment that promotes inclusiveness, diversity, trust and respect.
19. Performs additional related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, policies and practices of personnel administration related to recruitment and selection, salary administration, employee/labor relations, classification and compensation, and benefits and leaves administration.
2. Administrative principles and methods including program development/implementation, delegation and employee supervision.
3. 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).

4. Research and analysis practices and standards.
5. Theories and techniques of negotiation, mediation and conflict resolution.
6. The organization, functions, operations, policies and goals/objectives of the District and its Colleges.
7. Principles and practices of effective management and supervision.
8. Principles and practices of strategic planning.
9. Principles and practices of organizational improvement and culture change.
10. Operational knowledge of HRIS and payroll systems.
11. 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 activities and operations of multiple Human Resources functions.
2. Collaborate, provide counsel to and develop partnerships with various levels of management, employees, bargaining unit representatives, and other educational institutions.
3. Consistently apply concepts, laws, methods, techniques, and other guidelines of professional work in the human resource management field.
4. Set priorities and exercise sound, independent judgment within areas of responsibility.
5. Analyze situations accurately, exercise sound judgment and adopt effective courses of action.
6. Communicate effectively, make presentations and represent the District in negotiations and dealings with employee groups, employees, candidates and the public.
7. Conduct research, interpret data and present reports, proposals and recommendations clearly, logically and persuasively to diverse audiences.
8. Select, motivate and evaluate staff and provide for their training and professional development.
9. Interpret and apply collective bargaining agreements.
10. Effectively mediate disputes and resolve conflict.
11. Present solutions to management with confidence and effectiveness.
12. Direct, schedule, coordinate and evaluate the work of assigned employees.
13. Build and foster knowledgeable, cohesive and effective work teams.
14. Prepare and administer budgets.
15. Establish and maintain cooperative and effective working relationships with others.
16. 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: 12/9/2026

Salary Range: M-30

EEO Category: 2B1- Executive/Administrative/Managerial