

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT/VICE PRESIDENT, HUMAN RESOURCES
CLASSIFICATION: EXECUTIVE LEVEL - CLASSIFIED ADMINISTRATOR

DISTRICT VALUES

Incumbents in College District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SCOPE OF DUTIES

The Assistant Superintendent/Vice President for Human Resources (ASVPHR) reports directly to the Superintendent/President, provides College District-wide leadership, supervision and oversight for Human Resources, which includes all personnel and record keeping functions, staff diversity and Equal Employment Opportunity (EEO) programs, Title IX, unlawful discrimination investigations, health and welfare programs and other related operations, programs and functions. The ASVPHR is a member of the Superintendent/President's Executive Leadership Team (ELT) and is expected to set a management standard of leadership ensuring accurate, timely, and caring responses by the Human Resources Division to the college staff and community. The ASVPHR may serve as the Superintendent/President's designee of the College District in the absence of the Superintendent/President; supervises and evaluates the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS

Is a committed, dynamic administrative leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement. This leader is committed to transparency, accountability, and effective communication.

KEY DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide administrative leadership for the Human Resources Office including oversight and direct involvement in recruitment and selection procedures, employee disciplines, staff diversity, classified/academic/administrative evaluations, tenure review, reclassification, employee complaints and investigations and related functions. **E**
2. Provide administrative leadership for the Employee Relations and Title IX program including oversight and direct involvement in responses and resolutions to grievances; complaints; investigations and the promotion of a high-performance and equity-minded work culture.
3. Keep abreast of all pertinent legislation, rules, regulations and court decisions that may relate to human resources operations. Responsible for interpretation of, and compliance with, Federal and State laws and regulations relating to Human Resources. **E**

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4. Represent, or assist in the representation of, the College District in administrative hearings, including, but not limited to, mediation, arbitration, hearings before Public Employment Relations Board (PERB) and disciplinary hearings. ***E***
5. Provide equity-minded leadership and champion an inclusive working environment.
6. Champion values of equity and excellence.
7. Perform and oversee special projects and duties as requested by the Superintendent/President; serve as potential on-site “in-charge” administrator during the Superintendent/President’s absence.
8. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.
9. Serve as the College District’s Chief Negotiator in contract negotiations with California School Employees Association (CSEA), Southwestern College Education Association (SCEA), and Southwestern Community College District Administrators Association (SCCDAA). Provide leadership to the College District negotiation team in reviewing, analyzing and preparing counter proposals during formal negotiations. ***E***
10. Monitor College District adherence to collective bargaining agreements; provide training and direction to administrators and supervisors in interpreting, and compliance with, negotiated employer/employee agreements. ***E***
11. Recommend and arrange for in-service training of management in regulatory laws, directives and principles of personnel management. ***E***
12. Provide skilled leadership in disciplinary actions and grievance resolution; oversee all levels of the investigation; analysis of disciplinary and grievance processes, including the fact-finding level. ***E***
13. Oversee the College District’s Equal Employment Opportunity program and Title IX. ***E***
14. Assist College diversity and inclusion initiatives including the development, enhancement, implementation, documentation, training, and evaluation of existing and proposed programs. ***E***
15. Oversee the development and administration of the annual budgets for Human Resources and Employee Relations/Title IX program areas; participate in the forecast of funds; monitor and approve expenditures; recommend necessary adjustments. ***E***
16. Oversee and participate in the selection, training and evaluation of assigned personnel; oversee work assignments; evaluate and assist employees to correct deficiencies; implement discipline and termination procedures as appropriate. ***E***
17. Oversee the preparation of materials and reports for the Board of Trustees, including Board Agenda items. ***E***

18. Represent the College District at meetings, conferences and workshops related to the management of Human Resources functions. *E*
19. Serve on college committees as assigned; perform other related duties as assigned by the Superintendent/President. *E*
20. Plan and implement technology and online systems as related to Human Resources functions. *E*
21. Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE

Master's Degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate equity-minded focus, responsiveness, and sensitivity, to and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

DESIRED QUALIFICATIONS

An earned Doctorate degree or Juris Doctorate from an accredited institution is desirable with a Master's Degree in human resources, business management, public administration or a related field.

Five (5) years progressively responsible administrative experience including leadership and senior management experience.

The ideal applicant will have a demonstrated and progressive track record in the administration of human resources in higher education. This background should be evidenced by recent and proven experience, knowledge, and abilities in:

1. Operations, services, and activities of a human resources office.
2. Public Human Resources administration theory, principles, and practices and their application to a wide variety of programs and procedures.
3. Principles and practices of program and project design, development, implementation, and administration.
4. Pertinent Federal, State, and local laws, codes, and regulations.
5. Analysis of problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Prepare and present comprehensive, effective oral and written reports.
7. Provide leadership in the development and maintenance of an operational budget.
8. Methods and techniques of designing and implementing Human Resources related programs and projects, including technology programs and projects.
9. Experience working in a community college environment with education centers/extended sites and collegial consultation.

10. A proven track record of meeting the needs of culturally, ethnically, and economically diverse, faculty, students, and staff.
11. Leading through a lens of equity and race consciousness.
12. Leadership in developing, implementing, supervising and evaluating relevant Human Resources and organizational development.
13. Applying local, State and Federal regulations for risk management and accreditation.
14. Working with participatory governance groups in a collective bargaining environment.
15. Supervising, mentoring and evaluating classified professionals and administrators.
16. Advanced oral and written communication skills.
17. Interpersonal skills using tact, patience, and courtesy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Indoor office work environment
2. Ability to travel to various locations inside and outside of the College District.

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Southwestern Community College District

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Human Resources