

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES

DISTRICT VALUES

Incumbents in 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.

SUMMARY DESCRIPTION

Under the general direction of the Executive Director of Human Resources, oversees, plans, organizes, and manages the District's Human Resources Operations, Recruitment, Human Resources Information Systems (HRIS), and Employment Services departments, in alignment with the mission, vision, values, and goals of the division and District. Employees in this classification may supervise the work of professional, technical, and clerical staff and do other work as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Human Resources is an unrepresented management classification which has responsibility for management and overall quality/effectiveness of broad and multiple District-wide departments within the Human Resources Division. This classification requires strong leadership, management, and communication skills as well as high level problem-solving skills and the ability to participate effectively in the decision-making process. This classification also requires a high degree of professional knowledge in the areas of HR operations, recruitment, and employment. This classification is distinguished from the lower-level Human Resources Operations Manager by the complexity of the assignment and having management responsibility of diverse programs while the latter's focus is on supervision of specific operations.

REPRESENTATIVE DUTIES

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. Direct and provide strategic leadership for assigned human resources functions, services, and activities including: recruitment and selection programs; employment; orientations, training, coaching, counseling, performance appraisal and discipline of staff; classification and compensation studies; and workers' compensation program. **E**
2. Provide expert level guidance and defensible advice to leadership and management concerning HR strategic planning, recruitment, human resources information systems and technology, employment, and other HR operational matters in support of the district's mission and goals and in compliance with applicable laws and regulations. **E**
3. Perform and oversee the performance of Employee Relations matters, including supervisory consultations related to performance and professionalism, conduct, disciplinary issues, grievance, and complaint resolution.

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4. Participate in the development of strategic plans and initiatives; develop and implement Department business plans, work programs, processes, procedures, and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities. **E**
5. Direct and manage the development, implementation, updating, and maintenance of the human resources management information system and other HR software programs to meet the Division and District's strategic goals and objectives. **E**
6. Develop, implement, monitor, and evaluate efficient and effective service delivery methods, procedures, and workflow that are customer service oriented. Plan, direct, and coordinate the work of assigned staff. **E**
7. Lead in the development, maintenance, and administration of the human resources program review and resource allocation; Assist administration with staff planning and prioritization. **E**
8. Interpret, and apply collective bargaining unit contracts, memorandums of understanding, and side letter agreements. Provide guidance and assistance in settling labor disputes and grievances. Develop and make recommendations to proposals in preparation for and during labor negotiations. Assist management in investigating and resolving labor grievances. **E**
9. Ensure compliance with the Civil Rights Act of 1964 (Title VII), the Americans with Disabilities Act, the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statues, regulations, and District policies, and procedures related to recruitment and employment. **E**
10. Oversee and lead the activities of the District's employee health and welfare benefits programs including the processing and management of employee leave benefits, and the management of employee health and welfare plans. **E**
11. Ensure the timely and relevant design, coordination, and presentation of personnel training programs and informational presentations including new employee orientations, hiring committee training, and related presentations as required. **E**
12. Develop, implement, coordinate, and conduct employee orientations, EEO training, and professional development designed to educate and support faculty and staff on matters related to human resources and employee relations. **E**
13. Oversee and lead the activities of the District's recruitment, retention, and related programs. Make recommendations based on analysis of exit interview content and provide counsel to management. **E**
14. Manage the tracking, documenting, and communication of district employee evaluations. Follow-up and ensure scheduling and completion of evaluations are compliant with education code and the collective bargaining agreements. Provide advice and receive feedback on employee evaluation process to analyze and make improvements as required. **E**

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15. Oversee classification, reclassification, and organizational studies; participate in the preparation of written reports and recommendations; oversee and participate in the development of new and revised classification specifications. *E*
16. Serve as Chair, advisor, and/or member of participatory and ad hoc committees, taskforces, and workgroups as assigned. Represent the District at local, regional, and state meetings related to human resources. Develop external community partnerships; engage in community activities that promote programs, and College goals; promote, and maintain positive staff, student, and community relations. *E*
17. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Human resource operations, functions, services, and activities related to higher education.
- Human resources administration theory, principles, and practices and their application to a wide variety of human resources programs and procedures.
- Applicable employment laws, regulations, policies, and procedures.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of leadership and management.
- Methods and techniques of recruitment.
- Methods and techniques of research, analysis, problem solving, and decision making.
- Principles and procedures of statistical record keeping and report preparation.
- Human resource information systems and applicable software systems.
- English usage, spelling, grammar, and punctuation.
- Advanced oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Skills & Abilities to:

- Manage, direct, and provide effective leadership and management skills.
- Analyze, update, and implement programs, policies, and operational needs.
- Supervise, train, and evaluate staff.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Analyze problems, identify solutions, and implement solutions in support of goals.
- Prepare and present comprehensive, effective oral and written reports.
- Administer an operational budget.
- Interpret and apply applicable Federal, State, and District policies, laws, and regulations.
- Work collaboratively with faculty, administrators, staff, and community representatives.
- Demonstrate consensus-building skill.
- Make informed sound judgments and decisions.
- Work with and exhibit sensitivity to and understanding of the diverse populations of community college employees and students.
- Communicate effectively, both orally and in writing, demonstrating advanced writing skills.

- Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

A Bachelor's degree in human resources management, business administration, public administration, or related field **AND**

Five (5) years of professional human resource experience, three (3) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- Five (5) years of supervisory experience in a public agency.
- Professional license or certification in human resources (examples: SHRM, PHR, SPHR, CHRP, PSHRA, CHRM, CPDM).

LICENSE OR CERTIFICATE

N/A

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 accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; travel to different locations to attend meetings or perform other assigned District functions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised: March 2000

Johnson & Associates

Revised: March 2007

Unrepresented Management / Human Resources

Revised: June 2012

Forsberg Consulting Services

Revised: July 10, 2013

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Human Resources

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Forsberg Consulting Services

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Human Resources