

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES, RECRUITMENT AND TALENT MANAGEMENT

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 administrative leadership and general direction of the Assistant Superintendent/Vice President of Human Resources. The Director of Human Resources, Recruitment and Talent Management serves as the administrative lead, resource, and liaison for centralized employment services, adherence to equal employment opportunity, recruitment and selection, onboarding and offboarding, employee orientation, professional development, employee/employer relations, labor relations, promotional processes, remedial measures and progressive discipline, and performance evaluation management efforts of the District. The Director manages all activities and operations of the Office of Human Resources; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Assistant Superintendent/Vice President of Human Resources. The Director works with senior leadership as a strategic partner to meet changing institutional and employee needs to promote a high-performance and equity-minded work culture.

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. Manage and provide leadership for assigned human resources functions, services, and activities including: centralized employment services, adherence to equal employment opportunity, recruitment and selection, onboarding and offboarding, employee orientation, professional development, employee/employer relations, labor relations, promotional processes, remedial measures and progressive discipline, and performance evaluation management efforts. **E**
2. 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**
3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures. **E**
4. Design, implement, monitor, and evaluate efficient and effective service delivery methods and procedures that are customer service oriented. **E**
5. Participate in planning, organizing, directing, and providing leadership for assigned human resources functions, support services, and related activities including recruitment and selection activities for academic, classified, and administrative personnel, and related services. **E**
6. Plan, direct, and coordinate the work of assigned staff, review and evaluate work products, methods, and procedures; organize and regularly meet with staff to plan, develop, and implement effective programs and services in assigned areas of responsibility. **E**
7. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and

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Director of Human Resources, Recruitment and Talent Management - *Continued*

evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; conduct exit interviews. ***E***

8. Consult with and advise administrators, managers, and supervisors on a variety of human resources matters including in the interpretation and application of District policies and procedures and collective bargaining agreements, federal and state laws, California Education Code, and other applicable legal guidelines and rulings; ensure personnel actions are in compliance with current law and internal policies. ***E***
9. Keep abreast of laws, regulations, legislation, and court decisions pertaining to assigned human resources programs and services; recommend and assist in implementation of changes in policy or procedures as necessary to ensure compliance with applicable laws and regulations. ***E***
10. Analyze and provide human resources consultation and policy review to the Assistant Superintendent/Vice President of Human Resources; interpret, explain, and apply legal code provisions, District policy and administrative procedures, collective bargaining provisions, and regulatory requirements related to areas of assignment; ensure all related activities and actions are in compliance with established policies, procedures, and laws. ***E***
11. Provide advice and training to administrators, managers, supervisors, and employees related to District policies, procedures, and practices, contractual provisions, and Education Code; ensure personnel actions are in compliance with current law and internal policies. ***E***
12. Assist in the resolution of employee complaints or grievances relating to fair employment practices, equal employment opportunity, bargaining agreement, and District policies and administrative procedures; gather and present data to the Assistant Superintendent/Vice President of Human Resources. ***E***
13. Oversee, monitor, and serve as a resource for recruitments and selection committee processes, personnel actions, and/or other employment processes, ensure compliance with legal requirements and established policies. ***E***
14. Conduct a variety of studies and investigations; prepare a variety of statistical and narrative reports including Governing Board reports, Chancellor's Office reports, contracts, documents, and other materials. ***E***
15. Assist in coordinating and presenting personnel training programs and informational presentations. ***E***
16. Participate in the coordination, monitoring, and providing advisement on District-wide personnel evaluations; conduct training as needed on evaluation processes. ***E***
17. Assist in managing and overseeing the human resources management computer systems; oversee and participate in the development and implementation of Web-based human resources management systems including Web-based recruitment activities. ***E***
18. Assist in the processing of unemployment insurance and other related claims; determine the validity of District claims, recommend appropriate action and resolution. ***E***
19. Oversee the processing of personnel transaction documents and the maintenance of department records and files. ***E***
20. Serve as Co (tri) Chair of the Employer-Employee Relations Committee; administer the District's Educational Incentive Program and Outstanding Employee Award Program. ***E***
21. May participate in negotiations and other activities relating to District labor relations activities. ***E***
22. May act on behalf of the Assistant Superintendent/Vice President of Human Resources in his/her absence regarding specific assignments. ***E***

23. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources, program development and implementation. *E*
24. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive public human resources management program.
- Public human resources administration theory, principles, and practices and their application to a wide variety of human resources programs and procedures including recruitment and selection and talent management.
- Principles and practices of program development and administration.
- Pertinent federal, state, and local laws, codes, and regulations including pertinent provisions of the Education Code as it applies to personnel practices and procedures in community college districts.
- Legal trends and forthcoming employment legislation.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of research, analysis, and decision making.
- Principles and procedures of statistical record keeping and report preparation.
- Automated human resources information systems and integrated business office software.
- Modern office procedures, methods, and equipment including computers and applicable software.
- English usage, spelling, grammar, and punctuation.
- Advanced oral and written communication skills. Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Manage, direct, and provide effective leadership for assigned areas of responsibility.
- Oversee and participate in the management of a comprehensive human resources program.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Develop and implement programs to meet the District's human resources goals and objectives.
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, motivate, and evaluate staff.
- Provide accurate direction to District administrators and employees on human resources issues.
- Identify and respond on a timely basis to sensitive organizational issues, concerns, and needs.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and present comprehensive, effective oral and written reports.
- Provide assistance in the preparation and forecasting of, and administer, the operational budget.
- Interpret and apply applicable Federal, State, and District policies, laws, and regulations.
- Ensure District legal compliance.
- Conduct meetings and serve on committees.
- Work successfully with District faculty, administrators, and staff as well as community representatives.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work in human resource management, public administration, business administration, organizational development, or a related field; **AND** four (4) years of increasingly responsible professional public human resources experience or directly related experience including one (1) year of supervisory experience.

DESIRED QUALIFICATIONS

A Master's degree in a related field is desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

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.

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 computer 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.

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