

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE 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 administrative direction of the Assistant Superintendent/Vice President of Human Resources, responsible for strategic oversight, planning, organization, and leadership over the District's Human Resources Operations, Recruitment, Human Resources Information Systems (HRIS), Employee Relations, and Title IX & EEO departments in alignment with the mission, vision, values, and goals of the division and District. This position serves as the District's Title IX and employee ADA Compliance Officer. Incumbent may supervise the work of administrative, professional, technical, and clerical staff, and do other work as assigned.

DISTINGUISHING CHARACTERISTICS

The Executive Director of Human Resources is an unrepresented management classification which has responsibility for the administration of broad and multiple District-wide departments within the Human Resources Division. This classification requires superior leadership and communication skills as well as high level problem-solving skills and political acumen. The incumbent evaluates, plans, schedules, and coordinates departmental work activities, determines departmental personnel and fiscal needs, coordinates the work of collective bargaining agreement administration and policy application, interprets, and implements departmental and Board policies and legislation affecting departmental activities, and acts as a consultant to District departments on personnel and compliance matters. This classification is distinguished from the lower-level Director of Human by the complexity of the assignment and requiring a high degree of administrative skill and broad knowledge of Human Resources services and 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. Oversee and provide strategic leadership of assigned functional areas and staff in the performance of assigned human resources functions, services, and activities. **E**
2. Perform duties as designee for the Assistant Superintendent/Vice President of Human Resources as required. **E**
3. Provide expert level guidance and defensible advice to executive leadership and management concerning HR strategic planning, recruitment, employment, employee relations and other HR operational matters in support of the district's mission and goals and in compliance with applicable laws and regulations. **E**

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4. Perform and provide strategic oversight for the performance of Employee Relations matters, including supervisory consultations related to performance and professionalism, conduct, disciplinary issues, grievance, and complaint resolution.
5. Provide consultation to faculty and staff involving workplace concerns and disputes. Monitor department climates and employee climate survey data. Establish and oversee methods to prevent workplace issues. *E*
6. 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*
7. Lead management and staff in the development, implementation, updating, and maintenance of the human resources management information system and other HR technologies. *E*
8. 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*
9. Demonstrate strategic leadership in the development, maintenance, and administration of the human resources program review and resource allocation process; Assist administration with staff planning and prioritization. *E*
10. Serve a leading role in collective bargaining and labor relations, as assigned. Negotiate, 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*
11. Ensure District compliance with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), 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. *E*
12. Serve on the District's Title IX and Equal Employment Opportunity teams. Intake, process, investigate, and make administrative determination recommendations on discrimination and harassment complaints as required. Serve as a Title IX investigator, hearing officer, and other Title IX roles, as necessary. Submit reports and findings to appropriate agencies, complainants, and respondents. Review, update, and implement plans, policies, procedures, and forms related to Title IX and EEO. Develop, implement, update, and administer EEO and Title IX training. *E*
13. Provide strategic direction and guidance to the District's employee benefits and workers' compensation programs which include the processing and reviewing of claims, management of

employee leave benefits, employee accommodations and interactive process, and the management of employee health and welfare plans. **E**

14. Provide strategic direction and guidance to 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**
15. Analyze and evaluate data on employee retention, and related issues, make recommendations based on analysis of exit interview content, and provide to Assistant Superintendent/Vice President of Human Resources for executive review. **E**
16. Ensure employee evaluation compliance 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**
17. 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**
18. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Human resource operations, functions, services, and activities related to a public education organization.
- 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 relating to community college human resources and labor relations.
- 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 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 and Abilities to:

- Manage, direct, and provide strategic leadership and effective management skills.
- Analyze, update, and implement programs, policies, and operational needs.
- Lead, guide, supervise, train, and evaluate policy, procedure, process, and personnel.
- Identify and respond in a timely manner to sensitive organizational issues, concerns, and needs.

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- 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 and communicate effectively with District faculty, administrators, and staff as well as 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, students, and community.
- Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

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

Eight (8) years of experience in personnel or human resource management, five (5) years of which must have been in unionized organizations in a public agency.

Preferred Qualifications:

- Master's degree in Business Administration, Public Administration, Human Resources, or a related field.
- Professional license or certification in human resources (examples: SHRM, PHR, SPHR, CHRP, PSHRA, CHRM, CPDM).
- Training and knowledge of educational laws, specifically civil rights in education, or professional-level experience investigating or auditing civil rights laws in educational institutions.

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 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

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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.

Established : February 2024

Unrepresented Management / Human Resources

Revised: August 2024

Cambridge West Partnership, LLC