



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **Assistant Superintendent/Vice President of Human Resources**

### **NATURE OF THE POSITION**

Under the supervision of the Superintendent/President, the Assistant Superintendent/Vice President of Human Resources (AS/VP-HR) serves as the Chief Human Resources Officer (CHRO) of the District. The AS/VP-HR represents the Superintendent/President in his or her absence, and has broad and comprehensive institutional responsibilities including, but are not limited to, institutional strategic planning, direction and administration of District Human Resources, development of institutional policy, and advocacy for the rights and responsibilities of faculty, staff, and students. The AS/VP-HR is expected to provide administrative leadership to achieve a high standard of institutional excellence, to foster collaboration with faculty, staff, students, and external constituencies, and to promote student success and institution-wide continuous quality improvement. Incumbent serves on the Superintendent/President's Cabinet and other committees as assigned.

### **DUTIES AND RESPONSIBILITIES**

1. Serves as a member of the Superintendent/President's executive cabinet and management team and serves as the Chief Human Resources Officer of the District.
2. Acts on behalf of the Superintendent/President and assumes responsibility for the District in his or her absence, or when called upon to do so.
3. Represents the District at community activities by actively participating in community organizations and events to enhance the District's image in the community.
4. Provides leadership to strengthen articulation and collaboration with other educational institutions, including K-12 and other higher education institutions, as well as public agencies, business, and industry.
5. Provides leadership and support in the development and implementation of District-wide marketing strategies.
6. Participates in professional organizations to enhance own professional development as well as the District's local, state, regional, national, and international profile.
7. Fosters and supports innovation and continuous quality improvement with a focus on data-driven decision-making throughout the organization.
8. Provides leadership and support in developing and implementing the District's long-term vision and plans and works collaboratively with all constituencies to further the institutional mission, vision, and values, and to resolve any conflicts that might arise.
9. Supports and furthers the District's commitment to diversity, equity, inclusion, and accessibility (DEIA) and to closing achievement gaps.
10. Provides leadership in the recruitment, selection, hiring, retention, training, evaluation, and discipline of District personnel to adequately support the operations of the District.

11. Ensures the development and implementation of appropriate professional development opportunities for District personnel.
12. Ensures institutional compliance with the regional accrediting agency, as well as other specialized accrediting bodies.
13. Develops and implements conscientious budgets and ensures fiscal responsibility.
14. Maintains currency with trends in the field of education and provides leadership to keep the District on the forefront of best practices in the industry.
15. Provides leadership and direction in all areas of responsibility, as well as institutional compliance with District policies, state and federal laws, rules, and regulations.
16. Serves as chair or member of committees as needed.
17. Provides planning, implementation, direction, and evaluation of Human Resources programs and services, such as, collective bargaining and employee relations, the Human Resources Information System, leadership and professional development, personnel diversity, EEO compliance, recruitment, and employment.
18. Reviews and approves selection criteria, interview questions, applicant, and interview pool diversity and EEO reports; coordinates recruiting efforts and job fair participation; screens for minimum qualifications; facilitates the equivalency process; trains selection committees.
19. Maintains the classification/compensation system; researches and confers on placement for new hires; conducts and responds to reclassification reviews and salary surveys; analyzes information, provides reports, and makes recommendations; develops accurate and current job descriptions.
20. Directs and supervises the activities of Human Resources personnel in providing services to faculty, administrators, managers, classified, students, and other personnel in the areas of employment, compensation, benefits, classification, trainings, and performance evaluation; trains, supervises, and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, disciplinary actions, and terminations.
21. Serves as the District Equal Employment Opportunity Officer; develops and administers the District Equal Employment Opportunity Plan and related policies and programs to ensure compliance with federal, state and District regulations; monitors procedures and practices for compliance with established hiring policies and Affirmative Action guidelines; designs and implements training in equal employment opportunities, discrimination, sexual harassment, and multi-cultural awareness for District personnel.
22. Prepares and interprets required state, federal, and District reports, including personnel diversity reports, Governing Board reports, Chancellor's Office reports, contract documents, and other materials; updates District policies, procedures, forms, contracts, and publications to ensure compliance with applicable laws, regulations, and executive orders.
23. Provides consultation and technical expertise to administrators, faculty, management, classified, students, and other personnel concerning Human Resources operations and functions; monitors Human Resources practices for compliance with Board Policy and governmental regulations; ensures adherence to collective bargaining agreements by providing direction to administrators and managers regarding negotiated collective bargaining agreements.
24. Coordinates benefit services for employees; facilitates benefit committees; administers benefit contracts; facilitates and directs the implementation of changes in benefits.
25. Participates in collective bargaining and employee relations activities.
26. Receives and resolves complaints and employee disciplinary issues; participates in grievance processes and monitors disciplinary actions; discusses situations with personnel

- and attorneys; investigates personnel matters as appropriate; prepares related reports and maintains District official records of personnel proceedings; researches legal matters and coordinates with legal counsel on personnel matters.
27. Prepares a variety of items for Board review and approval, including resolutions for the Board agenda.
  28. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
  29. Administers and promotes District-wide Human Resources development programs, including new employee orientation, training, performance evaluations, employee assistance, personnel diversity plan, and exit interviews.
  30. Develops annual and long-term plans in conjunction with budget development and program management; exercises budget authority in assigned areas.
  31. Oversees the maintenance of personnel files as required by state, federal and District regulations.
  32. Prepares strategic plans and program reviews for Human Resources operations and assists in the preparation of the District's Educational and Facilities Master Plan and other plans as directed.
  33. Assists in the development and recommendation of personnel policies, procedures, and programs to meet the needs of the District; maintains current knowledge of changes in legislation and court decisions affecting community colleges; apprises others of pending changes to current practices; drafts suggested policy changes for Cabinet and employee groups.
  34. Oversees and directs voluntary deduction plans, payroll processes, and leave plans including FMLA and disability programs.
  35. Develops, oversees, and maintains Human Resources computer needs; operates a computer and assigned software; incorporates the use of assigned technology in performing computerized presentations.
  36. Ensures District compliance with Mandatory Sexual Harassment Training (AB 1825) and FERPA training.
  37. Attends and conducts meetings related to assigned activities; participates in trainings to remain current with changes in laws, rules, and regulations with regard to all Human Resources processes and all assigned duties.
  38. Collaborates with District personnel and other stakeholders to identify goals and resources needed to achieve the District's mission, vision, and values, and to establish a basis for accountability and responsibility in meeting the same.
  39. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
  40. Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

1. Professional management practices, principles, and trends related to Human Resources management, labor relations, diversity programs, and personnel development.
2. Equal Employment Opportunity laws, California Education Code, Title 5, relevant collective bargaining contracts, and HIPPA/FERPA regulations.
3. Personnel training in Human Resources management.
4. Principles and practices of administration, supervision, and training.
5. Personnel record keeping systems and requirements.

6. Benefits program management.
7. Wage and salary administration.
8. Recruitment procedures and practices.
9. Applicable laws, codes, regulations, policies, and procedures including employment discrimination laws.
10. Investigative practices related to employment complaints.
11. Budget preparation and control.
12. Operation of a computer and assigned software.
13. Oral and written communication skills.
14. Principles and practices of administration, supervision, and training.
15. Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

1. Plan, formulate, organize, and direct a variety of Human Resources projects and related matters.
2. Deliver clear and concise oral presentations.
3. Demonstrate consensus-building skill.
4. Evaluate division programs and functions for ongoing improvement.
5. Establish goals and maintain timelines.
6. Coordinate a District-wide training program for employees.
7. Demonstrate effective analytical, organizational, and leadership skills.
8. Conduct informal and formal employment complaint investigations as required by law.
9. Use independent judgment and take initiative in solving problems and making decisions.
10. Carryout effective interpersonal communications, long-range planning, and Human Resource program development.
11. Train, supervise, and evaluate the performance of assigned personnel.
12. Communicate effectively both orally and in writing.
13. Interpret, apply, and explain rules, regulations, policies and procedures.
14. Establish and maintain cooperative and effective working relationships with others.
15. Operate a computer and assigned office equipment.
16. Work independently with little direction.
17. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
18. Assist in the collective bargaining negotiation process.

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree in a related field from an accredited college or university.
2. Five years senior administrative leadership experience in an accredited institution of higher education.
3. Five years increasingly responsible experience in Human Resources Management functions as enumerated in this job description.
4. Demonstrated ability to effectively manage a complex academic institution including strategic planning, policy development, budgeting, and personnel administration.
5. Exemplary written, oral, and personal communication skills.
6. Demonstrated commitment to collegial, consultative, participatory governance.
7. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

## **PREFERRED QUALIFICATIONS**

1. Master's degree in a related field from an accredited college or university.
2. Demonstrated successful experience with regional accreditation compliance.
3. Demonstrated successful experience with service area outcomes, program review, and institutional set standards for regional accreditation compliance.
4. Experience with collective bargaining in an educational environment.
5. Experience in the California Community College system.
6. Experience in building and developing Human Resources programs and services within a system of collegial governance.

## **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Valid Driver's License.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

## **CLASSIFICATION/SALARY**

1. This is a Classified Administrator position.
2. Row 16 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*