



PALO VERDE COMMUNITY COLLEGE DISTRICT

ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

NATURE OF THE POSITION

The Associate Vice President of Human Resources reports to the Superintendent/President and is responsible for planning and directing the comprehensive operations of the Human Resources Department. Incumbent serves on President's Cabinet and other committees as assigned.

DUTIES AND RESPONSIBILITIES

1. Provide leadership, plan development, implementation and evaluation of Human Resources programs, services and organizational development programs for the District including integrated Human Resources programs, collective bargaining and labor/employee relations, the Human Resources Information System, leadership and personnel development, personnel diversity, EEO compliance and administrative, academic, classified and management recruitment and employment.
2. Review and approves selection criteria, interview questions, applicant and interview pool diversity and EEO reports; coordinate recruiting efforts and job fair participation; screen for minimum qualifications; facilitate the equivalency process; train selection committees.
3. Maintain the classification/compensation system; research and confer on placement for new hires; conduct and respond to reclassification reviews and salary surveys; analyze information, provide reports and make recommendations; develop accurate and current job descriptions.
4. Direct and supervise the activities of the Human Resources personnel in providing services to faculty, administrators, other personnel, adjunct faculty and students in the areas of employment, compensation, benefits, classification, training and performance evaluation; train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
5. Serve as the District Equal Employment Opportunity Officer; develop and administer the District Equal Employment Opportunity Plan and related policies and programs to ensure compliance with Federal, State and District regulations; monitor procedures and practices for compliance with established hiring policies and Affirmative Action guidelines; design and implement training in equal employment opportunities, discrimination, sexual harassment and multi-cultural awareness to faculty and personnel.
6. Prepare and interpret required State, federal and District reports, including personnel diversity reports, Governing Board reports, Chancellor's Office reports, contract

- documents and other materials; update District policies, procedures, forms, contracts and publications to ensure compliance with applicable laws, regulations and executive orders.
7. Provide consultation and technical expertise to administrators, faculty, personnel and students concerning the Human Resources operations and functions; monitor Human Resources practices for compliance with Board policy and governmental regulations; ensure adherence to collective bargaining agreements by providing direction to administrators and managers regarding negotiated employer/employee agreements.
 8. Coordinate benefit services for employees; facilitate benefits committees; administer benefit contracts; facilitate and direct the implementation of changes in benefits.
 9. Participate in collective bargaining and labor/employee relations activities as directed.
 10. Receive and resolve complaints and employee disciplinary issues; participate in grievance processes as directed and monitor disciplinary actions; discuss situations with personnel and attorneys; investigate information/situations as appropriate, prepare related reports and maintain District official records of employer/employee proceedings; research legal matters and coordinate with legal counsel on personnel matters.
 11. Prepare a variety of items for Board review and approval, including resolutions for the Board agenda.
 12. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
 13. Administer and promote the District-wide Human Resources development program, including new employee orientation, training for managers and supervisors, performance evaluations, employee assistance, faculty and personnel diversity plan and exit interviews.
 14. Participate in developing annual and long-term plans in conjunction with budget development and program management; exercise budget authority in assigned areas.
 15. Oversee the maintenance of employee personnel files as required by State, federal and District regulations.
 16. Assist in preparing strategic plans, program reviews, the Educational and Facilities Master Plan and other plans as directed.
 17. Assist in the development and recommendation of personnel policies, procedures and programs to meet the needs of the District; maintain current knowledge of and stay abreast of changes in legislation and court decisions affecting community colleges; apprise others of pending changes to current practices; draft suggested policy changes for Cabinet and employee groups.
 18. Oversee and direct voluntary deduction plans, payroll processes and leave plans including FMLA and disability programs.
 19. Develop, oversee and maintain Human Resources computer needs; operate a computer and assigned software; incorporate the use of assigned technology in performing computerized presentations.
 20. Ensure District compliance with Mandatory Sexual Harassment Training (AB 1875) and FERPA training.
 21. Attend and conduct meetings related to assigned activities; participate in trainings to remain current with changes in laws, rules and regulations with regard to all Human Resources processes and all assigned duties.

22. Participate with District executive personnel members 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.
23. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
24. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Professional management practices, principals 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 unit 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, organize and administer a variety of Human Resources projects and related matters.
2. Deliver clear and concise oral presentations.
3. Demonstrate consensus-building skill.
4. Evaluate department 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. Six years of experience in Human Resources including recruitment, classification, Human Resources information systems and/or employee relations management experience.
3. Three years of supervisory or lead experience in Human Resources.
4. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Master's degree in Human Resources management, organizational development, public administration, business administration or a related field from an accredited college or university.

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 an Administrator position.
2. Row 13 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.