RIO HONDO COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Human Resources Division including recruitment and selection, employer-employee relations, classification and pay, performance evaluation, equal employment opportunity, workers’ compensation, fringe benefits, and unemployment insurance; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the President.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

a. Provide leadership and direction and assume full management responsibility for Human Resources Division services and activities including recruitment and selection, employer-employee relations, classification and pay, performance evaluation, discipline, equal employment opportunity, workers’ compensation, fringe benefits, and unemployment insurance. E

b. Manage the development and implementation of Human Resources Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E

c. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct human resources needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. E

d. Represent the Human Resources Division to other District divisions and outside agencies; explain and interpret Human Resources Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E

e. Select, train, motivate, counsel, and evaluate Human Resources Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E

f. Plan, direct, and coordinate the Human Resources Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. E

g. Manage and participate in the development and administration of the Human Resources
Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

h. Investigate and resolve complaints of unlawful discrimination based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, sexual harassment and other protected classes covered under Federal and State statutes.

i. Advise complainant of his/her rights under the law; assist with the preparation of the complaint; interview the person charged and any witnesses; summarize findings; notify the complainant, Chancellor’s Office, and any Federal or State agencies, as appropriate, of the District’s resolution of the matter.

j. Coordinate Human Resources Division activities with those of other divisions and outside agencies and organizations.

k. Provide staff assistance to the President; prepare and present staff reports and other necessary correspondence.

l. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources programs, policies, and procedures as appropriate.

m. Serve as a District representative to organized employee groups; interpret collective bargaining contracts; serve as a contract administrator for classified and faculty contracts; process grievances up to, and including, arbitration.

n. Plan, organize, direct, coordinate, and monitor the recruitment, screening, and hiring process and orientation program for new employees.

o. Plan, organize, administer, and evaluate College personnel and employee relations policies and procedures; propose revisions for Board approval.

p. Manage the classification and pay program for existing and new positions; administer classifications within the classified service; direct reclassification procedures; ensure appropriate advancement through salary ranges for employees.

q. Administer insurance and benefits activity for employee contracts; supervise the coordination of open enrollment; serve as liaison between insurance companies; participate as primary or alternate in Joint Powers Agreement for fringe benefits.
r. Assume responsibility for personnel records and coordinate performance evaluations for employees; serve as custodian of records. E

s. Participate as primary or alternate in Joint Powers Agreement for workers’ compensation; generate records necessary to ensure that employees receive appropriate medical treatment; coordinate with claims administrator for continued treatment and handling of claims, including legal defense. E

t. Receive District subpoenas; respond to legal charges pertaining to employment and various other areas relating to personnel activities or records; work with District Counsel, County Counsel, and counsel for various insuring agencies including workers’ compensation. E

u. Interpret, follow, promote adherence to, and recommend improvement in College procedures and Board policies, rules, and regulations. E

v. Assume responsibility for personnel portions of Board agendas, Board policies and College procedures; provide documentation and assistance to President for personnel closed agenda. E

w. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E

x. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E

y. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources. E

z. Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community. E

aa. Respond to and resolve difficult and sensitive inquiries and complaints. E

bb. Administer applicable collective bargaining agreements. E

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of a comprehensive Human Resources program.
- Organization and management practices as applied to the analysis and evaluation of Human Resources programs, policies, and operational needs.
- Modern and complex principles and practices of Human Resources program development and administration.
- Federal and State statutes and regulations related to California community colleges and education codes.
- Federal and state labor law including FMLA, ADA, HIPPA, Workers’ Compensation, and CA Pregnancy Disability Act.
- Applicable fringe benefits, including HMO, PPO, Dental, Vision, STD, LTD, AD&D, Life, and COBRA.
- Negotiations, mediation, contractual bargaining agreements, and labor relations.
- Safety principles and concepts, including CalOSHA and OSHA regulations.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Wage and salary/benefit administration principles and practices.
- Principles of job evaluation and job analysis.
- Principles and methods of training and education.
- Principles of mathematical and statistical computations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Safe driving principles and practices.

SKILL TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Provide administrative and professional leadership and direction for the Human Resources Division.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Human Resources services.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to Human Resources issues, concerns, complaints, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed
actions, and implement recommendations in support of Human Resources goals.

- Research, analyze, and evaluate new Human Resources service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and Human Resources reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Human Resources programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

**EXPERIENCE:**

- Three years of responsible professional human resources experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**TRAINING:**

- Master’s degree from an accredited college or university.

**LICENSE OR CERTIFICATE:**

- Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

**Range:** 59

**Effective Date:** May 11, 2005, February 16, 2006, June 14, 2017

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.*