

RIO HONDO COLLEGE COMMUNITY COLLEGE DISTRICT

VICE PRESIDENT, HUMAN RESOURCES

Under the direction of the Superintendent/President, provides overall leadership in the planning, organization, direction and implementation of a comprehensive human resources program for the District and provides oversight of the Human Resources department; serves as the District's Compliance Officer, Title IX Coordinator and Americans with Disabilities Act (ADA) Coordinator; supervises and evaluates the performance of assigned staff; oversees the operations of the Human Resources Department including recruitment and selection, employer-employee relations, classification and pay, performance evaluation, equal employment opportunity, workers' compensation, fringe benefits and unemployment insurance; and fosters a culture of collaboration, mutual respect, innovation and continuous improvement throughout the District.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Plans, organizes, directs, and implements a comprehensive human resources program that supports the mission of the District and its employees in the areas of recruitment and selection; benefits administration, including unemployment insurance and workers' compensation; compensation; classification; employee and labor relations; contract administration; human resources information systems; professional development; performance evaluation; compliance and equal employment opportunity (EEO) and diversity/inclusion programs. E
- b. Provides leadership with the formulation and development of college policies, procedures, and programs related to human resources; collaborates with senior administrators and constituent groups in the development of plans, strategies, goals and objectives of the District; develops and presents human resources-related policies, procedures and programs in response to legislation and District needs. E
- c. Advises and counsels the Superintendent/President and senior and executive management on policy, rules, regulations, labor union contract interpretation and negotiations, legal requirements, and impacts of legislation regarding issues pertaining to human resources. E
- d. Participates in classified and faculty collective bargaining negotiations and processes in accordance with policy direction from the Superintendent/President and the Board of Trustees; oversees the administration, interpretation and implementation of collective bargaining agreements for employees; interprets provisions of the negotiated contracts to ensure that employment-related actions are in compliance with labor agreements and

applicable laws and regulations; handles the employee grievance process for the District.
E

- e. Meets with individual employees and groups of employees to provide information, respond to questions, resolve issues, and receive feedback on a variety of work-related issues, concerns, problems or complaints; communicates and consults with the Superintendent/President and legal counsel on litigation related to employment and other human resources matters; seeks advice from legal counsel on the interpretation of federal, state, and local laws and regulations as they pertain to human resources issues; informs and advises the Superintendent/President of required responses to litigation and other legal matters. E
- f. Serves as the District's Compliance Officer, pursuant to Title 5 of the California Code of Regulations, for purposes of responding to complaints of unlawful discrimination; ensures District compliance with EEO requirements and appropriate regulations. Serves in an advisory capacity to the District's Equal Employment Opportunity Advisory Committee (EEOAC) to oversee the development and implementation of the District's EEO Plan; and promotes and implements equal employment opportunity (EEO) and diversity and inclusion programs. E
- g. Serves as the District's Title IX Coordinator by overseeing Title IX complaints of sexual harassment and sexual violence, including sexual assault from employees, students, and members of the public; receives complaints and initiates investigations and resolution of complaints as required by applicable laws, regulations, and District policies and procedures; may delegate investigations of allegations to other management or external investigators; and collaborates and consults with colleagues, professional organizations, and community resources to facilitate the development of the District's Title IX programs.
E
- h. Serves as the District's ADA Coordinator; oversees investigations or investigates and responds to allegations of discrimination regarding disability; and consults with other managers to develop solutions to evolving, emerging matters related to equity and access as needed. E
- i. Hires, directs, supervises and evaluates assigned staff; establishes standards of performance and methods of operation for the department; assigns and monitors workloads and projects; disciplines assigned staff according to established policies and procedures. E
- j. Provides leadership in the convening, charge and work of a variety of District-wide committees, councils, teams, task forces, and special events related to Human Resources;

attends and chairs District-wide committees as assigned; represents the District in the community and at local, State and regional meetings; maintains liaison with appropriate government agencies and professional organizations; attends all meetings of the District's Board of Trustees. E

- k. Oversees the budget for Human Resources programs and operations; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established policies and procedures; manages the accounts appropriately to ensure that the budget is balanced; identifies resources, and establishes a basis for accountability on behalf of the Human Resources department. E
- l. Serves as the custodian of records for personnel files for the District; directs the preparation of, or prepares records and reports related to personnel transactions, recruitment and selection, benefits administration, workers' compensation/long-term disability, classification review, salary administration, EEO/staff diversity reports and other documentation; provides leadership, vision and oversight for strategic planning and related efforts including the annual planning for the Human Resources department. E
- m. Perform other related duties as assigned.

KNOWLEDGE OF:

- Mission, goals, purpose, organization, operations, policies and procedures of public educational institutions.
- Principles and practices of human resources management, public administration, collective bargaining in the public sector, and professional training and development, including hiring, supervision, training, performance evaluation, and disciplinary processes.
- Local, State and Federal laws and regulations, including but not limited to the California Education Code, the California Code of Regulations, and EEO, ADA, Title IX laws as they pertain to human resources practices and procedures in California community colleges.
- Human resources information systems including position control, salary placements, leave tracking and other personnel transactions.
- Principles and techniques of job analysis and administration of position classification and compensation plans.
- Community college accreditation standards and processes.
- Participatory approaches to shared governance.

ABILITY TO:

- Provide effective leadership in the various aspects of Human Resources, professional development, and compliance for employees of the District.

- Apply the principles, methods and techniques of personnel and human resources management including interpreting, applying and explaining laws, policies and procedures governing the workplace at the District.
- Select, assign, orient, train, supervise, counsel and evaluate the performance of assigned employees.
- Direct and/or perform difficult and sensitive work requiring confidentiality, tact and diplomacy such as investigations and resolutions of unlawful discrimination and sexual harassment/sexual violence complaints; advise management on disciplinary hearings, procedures, and other personnel matters.
- Analyze situations accurately and provide effective resolutions or alternatives to conflict between and among employees.
- Establish and maintain effective working relationships with a wide variety of groups and individuals, including faculty, classified staff, administrators, employee group representatives, members of the public, and representatives of external agencies.
- Develop and present clear and concise reports and presentations to a wide variety of groups in the College community and to professional groups or organizations.
- Communicate effectively both orally and in writing.
- Demonstrate sensitivity to, and respect for, a diverse population of community college students, faculty, and staff.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited institution, AND
- Three years of responsible professional human resources experience, AND
- Evidence of demonstrated cultural competency in serving the diverse academic, socioeconomic, gender identity, sexual orientation, racial, and cultural backgrounds of community college student populations, including students with differing abilities (physical and/or learning), as these factors related to the need for equity-minded practices.

PREFERRED EXPERIENCE:

- Previous experience in a large, public sector educational environment

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: Special Contract

Effective Date: 8/11/2021

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.