

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Human Resources Operations	Range: 29 (CL)	Management Schedule
Date Revised:		Date Approved:	May 23,2023
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Reporting to the Vice Chancellor of Human Resources, this position innovates, develops, delivers, and collaborates on District-wide human resources operational functions related to talent strategy, performance development, classification and compensation, Human Resources Information Systems, strategic planning, District policies and procedures, and workforce equity and belonging. In addition, this position assists the Vice Chancellor of Human Resources with negotiations and leads complex technology initiatives. This position works with senior leadership as a strategic partner to meet changing institutional and employee needs to promote a high-performance and equity-minded work culture.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provide leadership in the development, implementation and assessment of short-term and long-term human resources strategies and goals, cascaded from the District's institutional long-term plan, including anticipating emerging issues that affect the District; continuously improve human resources processes and lead a forward-thinking, employee-oriented, human resources organization for the District; develop strategies and coach supervisors to support a culture of accountability, respect, and employee engagement and belonging.
2.	Manage the administration of human resources information systems (HRIS), including position control and state reporting; lead and manage major HRIS District-wide technology projects impacting human resources modules of the District's enterprise resource planning (ERP) system and related third-party human resource modules that integrate with and extend the functionality; collaborate with information technology staff and stakeholders; serve on District-wide committees to ensure alignment with District-wide policies, programs, and strategic initiatives.
3.	Develop, implement, and provide oversight for District-wide talent acquisition, which includes search procedures for all employee groups in accordance with applicable laws and District policies; identify and implement best practices to manage the full life-cycle search process for the District and colleges/institutions; develop, implement and evaluate effective recruitment, hiring, onboarding and existing processes District-wide; stay informed of District priorities and business needs in order to anticipate future changes in the workforce needs; collaborate with stakeholders on develop/implementation of the Equal Employment Opportunity (EEO) training for selection committees, and monitoring to ensure compliance with District policies and procedures and applicable Federal and State laws.
4.	Direct and oversee the management of the District's Applicant Tracking System (ATS), ensuring the application integrates with the District's ERP, data is accurate, and Human Resources staff are knowledgeable about the ATS software capabilities; ensure that Human Resources staff have the resources, training, and knowledge needed to deliver professional services and consultation, aligned with the District's goals, employment laws, and best practices; continuously identify and implement improvements to the District-wide search process for all employee groups.
5.	Provide consultation and technical expertise to administrators, faculty, staff, the public, and others concerning human resources operations and activities.

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6.	Ensure human resources operations and talent acquisition policies and processes incorporate diversity, equity, inclusion, accessibility, and anti-racism (DEIAA) best practices. Stay current on knowledge and compliance with Federal, State, local laws and District policies. Direct and oversee implementation of projects and best practices that support DEIAA; provide training and guidance District-wide to support faculty, staff, and students in these efforts; lead and participate in committees at the District and State level that support DEIAA policies and best practices.
7.	Provide advice and expertise on evaluating compensation, ensuring internal equity and competitive compensation; provide leadership and guidance in establishing compensation structures that are fair and equitable within the budgetary parameters set by the Board of Trustees and administration; make recommendations to the Vice Chancellor of Human Resources, where positions are to be classified within institutional guidelines, and assure that wages are paid in accordance with the Fair Labor Standards Act (FLSA) and other pertinent federal and state requirements.
8.	Develop, advise, and assist staff in the maintenance of accurate and appropriate job descriptions for new and revised positions; direct, lead, coordinate, and participate in the job classification review process for management, confidential, and classified employees; conduct regular compensation market surveys; maintain standards/classifications, leveling structures, and job descriptions, in accordance with collective bargaining agreements, District policies, and state and federal laws.
9.	Evaluate organizational division/department structures and provide recommendations; develop and implement policies and practices related to performance management; oversee and administer performance evaluations; ensure evaluations are tracked and completed in compliance with policies, laws, and accreditation standards; consult with leadership regarding specific matters of staff performance and behavior; provide ongoing consultation to administrators related to interpersonal relations.
10.	Develop long-term human resources strategies to increase the diversity of staff and faculty; implement approved recommendations for assigned human resources functions that support the strategic plan and other planning documents; implement the philosophy and policies of the District and ensure that the human resources department adheres to and advances the District's mission, vision, and goals; ensure programs are in accordance with applicable laws, codes, policies, procedures and best practices.
11.	Advise, support, and participate in labor relations/collective bargaining processes with Full-Time Faculty, Part-Time Faculty, and Classified Staff; conduct research and provide data/information to inform strategy; implement, operationalize, and analyze agreed upon outcomes and processes.
12.	Provides leadership, direction, and assistance to evaluate and recommend structural and technological changes in support of human resources information systems and operations districtwide. Provides leadership and technical assistance to personnel in designing and implementing corrective, updated, and new processes and procedures to facilitate and improve operations and programs. Directs and maintains human resources systems for the effective monitoring and control of human resources operations; analyzes and reviews human resources procedures.
13.	Oversee and evaluate districtwide human resources services and operations; lead improvements and innovations in human resources operations, including analysis and reporting of human resources data, leveraging skills of subject matter experts, as needed, to realize goals; guide the resolution of issues for the District's internal Enterprise Resource Planning system in collaboration with District IS; provide insights and leadership in applying an understanding of cross-departmental and system dependencies for successful innovations.

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14.	Collaborate with constituents districtwide to provide development in human resources functions and project information; lead and guide human resources staff in the development of resources and training of districtwide human resources processes; mentor and develops future leaders to be more fluent with regards to human resources development information and to prepare to manage related processes; assist and promote the growth and success of a diverse population of employees through the development of interculturally competent and equity-minded management and leadership abilities.
15.	Supervise and provide leadership to the talent acquisition and employment services staff; evaluate employee performance and provide on-going training, development, feedback and coaching to human resources staff; encourage and develop an environment of continuous improvement and a growth mindset.
16.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
17.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
18.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
19.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The District Director, Human Resources Operations, maintains frequent contact with District employees, students, applicants, federal and state agencies, and outside legal counsel.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's degree from an accredited institution in business administration, human resources, public administration or related field and five (5) years related experience.

One year of experience leading or managing employees.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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## **Desirable Qualifications**

Experience with human resources and/or payroll information systems (e.g., Ellucian; PeopleSoft).

Master's degree from an accredited institution in human resources or related field.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of a shared governance model

Knowledge of District organization, operations, policies and objectives

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of budget preparation and maintenance

Knowledge of employment recruitment practices and procedures

Knowledge of appropriate software and human resources database management, including position control

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to work confidentially with discretion

Ability to understand and follow oral and written directions

Ability to communicate efficiently and effectively

Ability to supervise, train, coach, and provide work direction to others

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

Valid California Driver's License

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## **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; travel to various locations; sitting or standing for extended long periods of at a time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds; may require off-site duties and activities.

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