North Orange County Community College District

invites applications and nominations for the position of

Vice Chancellor
Human Resources
THE POSITION
The Board of Trustees of the North Orange County Community College District invites applications for the position of Vice Chancellor of Human Resources. The Vice Chancellor is the Chief Human Resources Officer for the District.

DUTIES AND RESPONSIBILITIES
Under the direction of the Chancellor, this position is responsible for providing overall leadership, program development and administration of District personnel operations, including equal opportunity employment, staff diversity, employer-employee relations, employee benefits, health and welfare programs and other human resources functions.

Provides overall leadership and coordination of District human resources operations, including recruitment, selection procedures, employment, classification, salary administration, evaluation and disciplinary actions.

Oversees the development and administration of the District’s employee health and welfare and benefits programs.

Provides overall leadership for the organization, administration, and effective operation of the District Office of Human Resources; oversees the development and implementation of District human resources policies and procedures; ensures consistent application of objectives, policies and procedures; ensures compliance with federal and state laws and regulations relating to human resources; provides training and direction to managers in interpreting and applying personnel policies, procedures, laws, regulations and collective bargaining agreement provisions.

Provides overall leadership and direction for collective bargaining negotiations with labor organizations; develops collective bargaining proposals and strategies; administers collective bargaining agreements; processes and resolves grievances; represents the District in hearings; serves as liaison for the District with labor organizations.

Oversees the District’s Equal Opportunity Employment Plan and equal opportunity employment policies and procedures. Actively supports and assists in the development and management of faculty and staff diversity employment programs.

Serves as the District’s responsible officer for the receipt of unlawful discrimination and other employment-related complaints; oversees and directs the investigation of complaints; advises the Chancellor in personnel matters involving litigation.

Maintains current knowledge of pertinent legislation, rules, regulations and court decisions relating to faculty, staff, and personnel operations.

Develops and prepares the annual preliminary budget for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

Maintains communication with District and college personnel and various agencies to exchange information, resolve conflicts and issues and coordinate human resources operations; ensures accurate and timely responses by the Office of Human Resources to the colleges and personnel; assures accurate and timely completion and submission of reports.

Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.

Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.

The Vice Chancellor of Human Resources maintains frequent contact with college and District administrators, faculty and staff, various agencies governing personnel and employment issues and the District’s legal counsel.

QUALIFICATIONS
Possession of a master’s degree from a regionally accredited institution in human resources management, public administration, business administration, organizational management or a related field.

Five years of increasingly responsible and varied experience in human resources, preferably in a postsecondary educational environment.

Administrative experience in a key position with decision-making responsibility, preferably in a postsecondary educational environment.

Demonstrated experience with labor relations, collective bargaining and contract administration.
**DESIABLE CHARACTERISTICS**

Demonstrated knowledge of human resources functions and operations, including applicable federal and state laws and regulations.

Demonstrated knowledge of California education code and requirements, including Title 5, relating to community college personnel administration.

Experience working collegially in a participatory governance environment, preferably in higher education.

Demonstrated understanding of and commitment to the mission of the California Community Colleges.

**COMPENSATION**

This is a contract executive position that offers a competitive salary and benefits package, including participation in the California Public Employees’ Retirement System.

**APPLICATION PROCEDURE**

Request a District Application for Vice Chancellor, Human Resources by contacting Ms. Sandy Cotter, Search Liaison, by e-mail at scotter@nocccd.edu, by telephone at (714) 808-4826, or visit our website at www.nocccd.edu to download the application form.

In order to receive consideration, applicants MUST submit a complete application packet consisting of the following:

- A letter of application, preferably no more than five pages, which provides examples from your background that demonstrate how your knowledge and experience apply to this position;

- A completed District Application for Vice Chancellor, Human Resources;

- A current resume of professional experience, educational background, and other pertinent information;

- Transcripts of all undergraduate and graduate course work (may be unofficial); **the award of all degrees must be printed on a legible transcript**. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees;

- Job description of your most recent position;

- A list of eight references, including two supervisors, two subordinates (including one support staff member), two faculty (or equivalent), and two community members. Include home telephone, business telephone, and e-mail addresses for each.

All application materials must be submitted with the District Application for Vice Chancellor, Human Resources as a complete packet to be considered for the position.

Incomplete application packets and/or application forms without signatures will not be considered. All fields in the general information section of the application form must be completed. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District. **The District does NOT accept application materials by FAX or e-mail.**

Submit completed application packet to:
Office of the Vice Chancellor, Human Resources
North Orange County Community College District
1830 W. Romneya Dr., Anaheim, CA 92801-1819

The ELS Group is assisting the District with this search. For confidential inquiries or nominations, please contact:

Dr. Edward Valeau, Senior Partner and Lead Consultant
evalau@elsgroup.org, (590) 566-3426

Ms. Sallie A. Savage, Senior Partner
ssavage@elsgroup.org, (831) 241-8379

Dr. Jesus “Jess” Carreon, Senior Partner
jcarreon@elsgroup.org, (989) 680-6171

**DEADLINE FOR APPLICATIONS**

Application packet must be received by **4 p.m., Friday, November 1, 2013**. (Postmarks will not be honored.) Application packets received after the closing deadline will not be accepted.

**SELECTION PROCESS**

A screening committee representing the constituencies of the District will paper screen applications and select a limited number of candidates for an initial interview.

Paper screening is expected to begin in November 2013. Candidates selected for further consideration will be invited to interview with the Chancellor and the Board of Trustees. Eligible expenses of candidates invited to interview(s) for travel from outside a 150 mile radius of the District will be reimbursed up to the limits allowed by District policy. Meeting minimum qualifications does not guarantee an interview.

The successful candidate will be expected to be available for service within a mutually agreeable time after acceptance of an offer of employment and provide the following: official transcripts of all higher education course work and verification of experience (if necessary) prior to the first duty day; identification and eligibility for employment within three (3) days of employment pursuant to the “Immigration Reform and Control Act”; fingerprints and required medical certification pursuant to statute. North Orange County Community College District will not sponsor any visa applications.
CYPRESS COLLEGE - “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College’s 15,750 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 57 university-transfer majors, 138 career-certificate programs, and degrees in 57 areas of study. Dr. Robert Simpson is the president. Cypress College can be found on the web at www.cypresscollege.edu.

FULLERTON COLLEGE - “Excellence. Elevated.”

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of four institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system. The 83 acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success. Fullerton College is a designated Hispanic Serving Institution. Dr. Rajen Vurdien is the president. Fullerton College can be found on the web at www.fullcoll.edu.

SCE - “Change. Cultivated.”

Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based comprehensive continuing and community education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, gain employable skills, prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and Literacy Programs), English as a Second Language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of community education courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills and financial planning. Accredited by the Accrediting Commission of Schools of the Western Association of Schools and Colleges. More information on SCE programs can be found at www.sce.edu.

NOCCCD - “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and an extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions.

The District is governed by a seven-member Board of Trustees, elected by registered voters in each of the respective trustee areas. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 million.

We Are...

…a District with a remarkable history of serving its communities.
…a diverse Board of Trustees that is independent, cohesive and collegial.
…a faculty and staff who play an active role in planning and developing policy.
…a fiscally stable organization with reserves that are substantially above the state minimum requirement.
…a District that ensures faculty, staff, administrators, and students are provided with the opportunity to participate in governance of the District commensurate with their respective roles.

We Seek To...

…offer programs and services that reflect innovation and currency and communicate those characteristics to our communities and colleagues locally, statewide, and nationally.
…implement our recently-adopted District-wide Strategic Plan, including facilities revitalization and technology goals.
…approach institutional planning from a mission-based perspective utilizing the vitality of our constituent groups.
…increase access for students through effective community outreach.
…make our District a leader in assuring student success.
…build on the collaborative efforts of our colleges and School of Continuing Education.

Board of Trustees:

Jeffrey P. Brown • Barbara Dunsheath, Ed.D. • Leonard Lahtinen • Michael Matsuda • Molly McClanahan • Donna Miller
M.Tony Ontiveros • Claudia Peña, Cypress College Student Trustee • Don Lundy, Fullerton College Student Trustee
Greg Schulz, Ed.D, Provost, School of Continuing Education

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices.