NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Cypress College Fullerton College NOCE NORTH ORANGE CONTINUING EDUCATION

Job Description

Job Title:	Associate Vice Chancellor, Human Resources	Salary Range:	39
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Reporting to the Vice Chancellor of Human Resources, the Associate Vice Chancellor, Human Resources serves as a senior human resources executive responsible for operational leadership and coordination of all Districtwide HR services. This position provides strategic direction and expert-level oversight in areas including labor and employee relations, classification and compensation, benefits administration, leaves and accommodations, legal and regulatory compliance, and organizational development.

As a Chief Negotiator for assigned employee groups, the Associate Vice Chancellor leads collective bargaining with employee groups, advises executive leadership on high-stakes legal, personnel, and compliance matters, and represents the District in administrative hearings, arbitrations, and negotiations. The position also serves as Chief Human Resources Officer in the absence of the Vice Chancellor.

The Associate Vice Chancellor plays a pivotal role in fostering a high-performing, inclusive workforce by leading initiatives that advance equitable hiring, cultural transformation, leadership development, and workforce diversity. The position also ensures effective integration of HR systems and data to support compliance, reporting, and institutional planning across a complex, multi-campus environment.

DISTINGUISHING CHARACTERISTICS

This is a senior-level classified management position responsible for the day-to-day leadership of human resources functions across the district. The Associate Vice Chancellor is distinguished from the Vice Chancellor of Human Resources by its operational oversight of labor relations, negotiations, benefits administration, and compliance, and by serving as a Chief Negotiator for assigned employee groups and acting CHRO in the Vice Chancellor's absence. The role requires expertise in employee and labor relations, HR operations, and organizational effectiveness in a unionized, public education environment.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Human Resources Leadership and Operations

1. Provides day-to-day leadership and strategic oversight for districtwide human resources operations, ensuring compliance with federal, state, and local laws, Education Code, Title 5, and board policies.
2. Directs and evaluates comprehensive HR functions, including classification and compensation, benefits, leaves management, accommodations, employee records, and credentialing.
3. Interprets and implements policies, procedures, regulations, and collective bargaining

agreements across all campuses.

4. Leads and coordinates HR systems initiatives and ensures the integrity of HR data for reporting, analytics, and compliance purposes.

Labor Relations and Negotiations

5. Serves as a Chief Negotiator for assigned employee groups in collective bargaining with employee groups; develops proposals and strategy in consultation with executive leadership.
6. Oversees contract administration and interpretation; addresses claims of contract violations and coordinates grievance processes.
7. Represents the District in labor-related hearings, arbitrations, and administrative proceedings; coordinates with legal counsel as needed.
8. Provides expert guidance to the Chancellor, Board of Trustees, and executive team on labor relations and personnel matters.

Board Relations and Policy Compliance

9. Leads the development, revision, and implementation of board policies and administrative procedures related to human resources, in coordination with the Chancellor's Office and district governance structures.
10. Prepares and reviews personnel-related items for inclusion on Board of Trustees agendas and ensures documentation is timely, accurate, and compliant with applicable regulations.

Legal Compliance and Employee Relations

11. Assists with investigations and oversees the resolution of employee complaints, disciplinary actions, workplace misconduct, and subpoenas, ensuring all processes comply with legal and contractual requirements.
12. Ensures compliance with state and federal employment laws, including ADA, FMLA/CFRA, Title IX, and Section 504.
13. Serves as liaison to legal counsel and governmental agencies on subpoenas, litigation, and regulatory issues involving personnel.
14. Conducts or coordinates Skelly hearings, fact-findings, and internal reviews in collaboration with campus and district leadership.

Benefits, Wellness, and Risk Oversight

15. Administers and provides direction for District-wide benefits programs, including health, welfare, fringe benefits, COBRA, IRS 125 plans, and Affordable Care Act compliance.
16. Serve as district representative to benefit consortia and trusts (e.g., Orange County Fringe Benefits Trust).
17. Oversees leave of absence programs, return-to-work accommodations, and integration with workers' compensation and risk management.

Strategic Planning and Organizational Development

18. Collaborates with the Vice Chancellor to develop and implement HR strategic plans aligned with district goals and institutional effectiveness.
19. Leads initiatives in workforce planning, staffing analysis, reclassification, succession

planning, and employee engagement.

20. Oversees training and professional development for HR staff and supports the implementation of districtwide leadership development programs.

Diversity, Equity, Inclusion, and Accessibility (DEIA)

21. Provides leadership in implementing equitable hiring and evaluation practices that advance diversity, equity, and inclusion.
22. Supports the success of a diverse workforce and student population through interculturally competent and equity-minded policies, decision-making, and conflict resolution.
23. Promotes a welcoming and inclusive work environment in alignment with the District's DEIA goals.

Governance and Institutional Collaboration

24. Represents Human Resources on district and campus committees; serves as a subject matter expert (SME) and resource to participatory governance groups, including hiring committees and administrative councils.
25. Partners with college presidents, vice presidents, deans, and other administrators to ensure consistent, effective HR support and compliance.
26. Coordinates accreditation-related HR functions and documentation in support of institutional reporting.

General and Administrative Responsibilities

27. Oversees the preparation and management of budgets for assigned programs; authorizes expenditures and ensures fiscal accountability.
28. Supervises, trains, evaluates, and directs assigned management and classified personnel.
29. Learns and applies emerging technologies and innovations to enhance HR operations.
30. Performs other related duties to support the operational objectives of the Human Resources Department.

WORKING RELATIONSHIPS

The Associate Vice Chancellor, Human Resources maintains frequent contact with the Chancellor and Chancellor's Staff, college presidents, vice presidents, deans, and district and campus administrators to coordinate the implementation of districtwide human resources programs and policies. The position interacts regularly with legal counsel; representatives of local, state, and federal agencies; employee association leadership; and collective bargaining representatives. The Associate Vice Chancellor also collaborates with academic and classified staff, governance committee members, and HR staff to support institutional goals related to compliance, employee relations, negotiations, personnel matters, and diversity, equity, inclusion, and accessibility (DEIA) initiatives.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from an accredited institution in human resources, public administration, business administration or related field. **AND**
- Minimum of six (6) years of management experience working in human resources or related environment, of which at least four (4) years include managerial experience. including direct experience in labor negotiations, employee relations, and regulatory compliance within a public agency or unionized environment; **AND**
- Demonstrated experience working with diverse populations and leading equity-minded practices in hiring, personnel processes, and organizational development;
- **Or,** any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- 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.

DESIRABLE QUALIFICATIONS

- Advanced degree from an accredited institution in a related field or licensed California Attorney.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of human resources management in public sector and higher education settings.
- Federal and California employment laws, Education Code, Title 5, and regulations governing public education and collective bargaining.
- Labor relations practices, including collective bargaining strategies, grievance resolution, and contract interpretation.
- Organizational development, classification and compensation systems, benefits administration, and employee evaluation processes.
- Principles of diversity, equity, inclusion, and accessibility (DEIA) and their application in employment practices.
- Administrative procedures, policy development, and participatory/shared governance in a multi-campus academic environment.
- Processes for developing board policies, administrative procedures, and presenting HR matters to governing boards.
- Public agency budgeting, fiscal accountability, and personnel management practices
- Techniques for conducting investigations, hearings, and compliance reviews in a

confidential and legally sound manner.
- Use of human capital management systems (e.g., PeopleSoft, Banner) and HR analytics tools for planning and decision-making.

Skills in:
- Leading complex HR operations and managing cross-functional teams in a unionized setting.
- Developing and implementing equitable policies, procedures, and employment practices.
- Facilitating collaborative decision-making and building consensus among diverse stakeholders.
- Negotiating and resolving complex labor relations issues with employee associations and legal counsel.
- Preparing and delivering clear, concise reports, proposals, and presentations to executive leadership and governing boards.
- Managing multiple priorities, responding to critical incidents, and adapting to rapidly changing environments.
- Using sound judgment, diplomacy, and discretion in handling sensitive personnel matters.
- Applying emerging technologies and data-informed strategies to human resources operations.

Ability to:
- Provide strategic leadership and operational oversight of districtwide human resources functions.
- Interpret, explain, and ensure compliance with laws, collective bargaining agreements, and district policies.
- Foster a culture of accountability, inclusion, and service excellence across campuses and departments.
- Lead and develop high-performing teams aligned with institutional goals and values.
- Establish and maintain effective working relationships with employees at all levels of the organization, including legal counsel, bargaining units, trustees, and external agencies.
- Support the success of a diverse workforce and student body through equity-minded leadership and decision-making.
- Represent the District with integrity in negotiations, hearings, and professional settings.
- Prepare and present complex human resources issues and policy updates to the Board of Trustees with clarity and professionalism.
- Demonstrate a 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.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Must meet and maintain the requirements of the position as outlined under applicable federal, state, and local laws, and Board policies.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered in the course of work.

Mental Demands:
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:
Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.