



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Director, Human Resources Operations	Salary Range:	31
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

Under the general direction of the Vice Chancellor of Human Resources or designee, the District Director of Human Resources Operations provides leadership and strategic direction in District-wide HR operational functions, services, and activities for management, academic, confidential, and classified personnel, including talent acquisition, classification and compensation, employment services, HR information systems, policy development, performance management, and compliance with District HR initiatives. The District Director partners with senior leadership, faculty, staff, and administrators to advance a high-performance, equity-minded, and inclusive workplace culture.

The District Director of Human Resources Operations 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

The District Director, Human Resources Operations, is distinguished from other management positions in the Human Resources department by its broad oversight of multiple HR operational areas and its role as a strategic partner to District leadership. The District Director, HR Operations leads and innovates HR operations District-wide, including HRIS, ATS, and ERP integrations and exercises a high degree of independent judgment in designing, implementing, and evaluating HR strategies and initiatives. The District Director oversees compliance with federal, state, and District regulations; directs classification and compensation reviews, performance management systems, and complex HR projects. The District Director supervises, develops, and mentors HR operations and talent acquisition staff, fostering continuous improvement and leadership growth.

The District Director of Human Resources Operations plays a central role in building a high-performing and inclusive workforce by leading District-wide initiatives that promote equitable hiring practices, workforce development, and organizational effectiveness. The District Director advances cultural transformation and leadership growth while integrating equitable principles into all HR operations. The District Director, HR Operations, ensures the effective implementation and integration of HR information systems and data management to support compliance, reporting, strategic decision-making, and institutional planning across a complex, multi-campus environment.

ESSENTIAL FUNCTIONS

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



Job Description

Strategic HR Leadership and Planning

1. Develops, implements, and assesses HR strategies aligned with District-wide strategic goals.
2. Anticipates and responds to emerging issues affecting the District workforce.
3. Promotes a culture of accountability, equity, and engagement.

Human Resources Information Systems (HRIS) and Technology

4. Manages HRIS operations, including but not limited to position control and state reporting.
5. Leads major Enterprise Resource Planning (ERP) Systems and Applicant Tracking Systems (ATS) projects; collaborates with Information Technology (IT) and stakeholders.
6. Directs enhancements to HR systems; ensures accuracy, efficiency, and integration.
7. Learns and applies emerging technologies and innovations to enhance HR operations.

Talent Acquisition and Employment Services

8. Oversees recruitment, hiring, and onboarding processes District-wide.
9. Ensures compliance with laws, policies, and collective bargaining agreements (CBAs).
10. Implement Equal Employment Opportunity (EEO) training for selection committees and monitors for compliance.
11. Directs digital marketing and recruitment outreach campaigns to enhance candidate pools.
12. Directs the processing, preparation, completion and recording of all personnel transactions and contracts.
13. Oversees fingerprint procedures and submission to the Department of Justice (DOJ), ensuring compliance with DOJ fingerprinting rules and procedures.

Classification and Compensation

14. Leads District-wide classification and compensation processes, including but not limited to job description development, market analysis, and equity reviews.
15. Ensures compliance with CBAs, FLSA, and applicable laws.
16. Provides recommendations to leadership on classification and compensation structures.

Performance Management and Employee Relations

17. Develops and oversees District policies and practices for performance evaluation.
18. Advises administrator on performance issues, staff behavior, and employee relations.
19. Supports labor relations by conducting research, preparing reports, and implementing contract provisions.

Collaboration, Communication, and Outreach

20. Represents HR operations on committees, task forces, and/or special projects.
21. Leads HR staff training, mentoring, and professional development initiatives.
22. Collaborates with stakeholders across the District to ensure alignment of HR initiatives with institutional goals.



Job Description

23. Assists college presidents, vice presidents, deans, and other administrators to ensure consistent, effective HR support and compliance.
24. Promotes transparency and effective communication through HR websites, intranet, and digital tools.

Supervision and Staff Development

25. Supervises, trains, evaluates, and directs assigned management and classified personnel.
26. Conducts performance evaluations, provides coaching, and fosters professional growth.
27. Mentors future leaders and encourages continuous improvement.

Diversity, Equity, Inclusion, and Accessibility (DEIA)

28. Provides leadership in implementing equitable hiring and evaluation practices that advance diversity, equity, and inclusion.
29. Supports the success of a diverse workforce and student population through interculturally competent and equity-minded policies, decision-making, and conflict resolution.
30. Provides training and participates in District and State-level committees.

General and Administrative Responsibilities

31. 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.
32. Assists with budget development for assigned programs; authorizes expenditures and ensures fiscal accountability.
33. May participate in labor negotiations and collective bargaining activities.
34. Performs other related duties to support the operational objectives of the Human Resources Department.

WORKING RELATIONSHIPS

The District Director, Human Resources Operations 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 representatives of local, state, and federal agencies; employee association leadership; and collective bargaining representatives. The District Director also collaborates with academic and classified staff, governance committee members, and HR staff to support institutional goals related to compliance, employee relations, personnel matters, and HR initiatives.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Human Resources, Business Administration, Public Administration, or related discipline; **AND**
- Five (5) years of increasingly responsible experience in human resources including three (3) years in a management or supervisory role; **AND**



Job Description

- 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

- Master's Degree in a related discipline.
- Experience with Ellucian, PeopleSoft, or comparable HR/payroll information systems.
- Experience in a higher education environment with shared governance.
- 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.
- HR principles, laws, regulations, and best practices.
- HRIS, ATS, and ERP system management.
- Federal and California employment laws, Education Code, Title 5, and regulations governing public education and collective bargaining.
- Collective bargaining 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.



Job Description

- 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.
- Strategic planning, project management, and analytical skills.
- 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 District-wide 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.
- Lead classification, compensation, and performance management processes.
- Communicate effectively, both verbally and in writing.
- Lead and inspire a diverse HR team.
- 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.
- 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.



Job Description

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.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



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Job Description

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.