

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Human Resources	Range: 32 (CL)	Management Schedule
Date Revised:	March 2014	Date Approved:	September 1986
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Human Resources, this position is responsible for planning, organizing and directing assigned District wide human resources management functions including but not limited to, human resources daily operations; recruitment and selection processes; classification and compensation; benefits administration; leave coordination; compliance with federal and state laws, District policies and procedures; and promoting positive employer-employee relations.

In addition, this position will assist the Vice Chancellor of Human Resources with negotiations, ADA and Title IX Compliance; and technology initiatives.

### ESSENTIAL FUNCTIONS

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

1.	Plans, coordinates and directs activities and operation of the District's Human Resources Office, assuring compliance with applicable laws, codes and regulations; interprets and advises District staff regarding personnel policies and procedures; chairs and supervises assigned committees and task forces related to personnel.
2.	Oversees procedures for the recruitment, selection and hiring of academic, classified and temporary personnel; approves and supervises the evaluation of the minimum qualifications of all applicants and employees in accordance with state and local rules and regulations.
3.	Approves and supervises the evaluation of salary placement and job classification for personnel in accordance with District policy and collective bargaining agreements.
4.	Serves as a primary contact and resource regarding personnel matters such as contract interpretation, grievances, discipline and confidential personnel issues; recommends and administers corrective action; participates in collective bargaining processes as assigned.
5.	Directs the investigation and processing of discrimination and sexual harassment complaints; explains applicable laws, regulations, and policies.
6.	Directs and supervises the preparation of the Board Agenda for approval by the Board of Trustees.
7.	Directs and coordinates the reclassification and promotion of employees; develops, administers, and monitors department budget; maintains statistics on recruiting expenditures.
8.	Directs and coordinates the sabbatical process and supervises employee professional growth programs.
9.	Supervises the preparation and maintenance of personnel databases, personnel files, seniority lists, sick leave, load banking, and faculty disciplines.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

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11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
12.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Identifies, develops and implements technology initiatives to ensure all areas of Human Resources operations are efficient and accurate.
15.	Directs administration of District benefits and leave coordination programs.
16.	Serves as a resource to the District's ADA (Section 504) and Title IX Compliance Officer.
17.	Liaisons with the District Worker's Comp Administrator and EEO Compliance Officer.
18.	Trains, supervises and evaluates personnel as assigned; participates in selection and hiring processes.
19.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
20.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
21.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
22.	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.
23.	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.
24.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

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

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## **EDUCATION AND EXPERIENCE**

### **Minimum Qualifications**

Bachelor's degree from an accredited institution in human resources, public administration, business administration or related field.

Minimum of five (5) years' experience working in human resources or related environment, of which at least three (3) years must include managerial experience.

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**

Human Resources experience in public higher education.

Five (5) years of management experience.

Demonstrated experience handling complaints and grievances.

Demonstrated experience with classification and compensation systems.

An advanced degree from an accredited institution in a related field.

Demonstrated high level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Demonstrated experience developing and implementing human resources technology initiatives.

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.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state, and local laws, codes, rules and regulations as they relate to human resources, including equal employment opportunity, Education Code, and Title 5

Knowledge of principles and techniques of labor relations and collective bargaining

Knowledge of human resources/payroll policies and procedures

Knowledge of budget preparation and maintenance

Knowledge of complex human resources management information systems

Knowledge of job classification and compensation methods

Knowledge of Equal Employment Opportunity (EEO) regulations; ADA (Section 504) and Title IX compliance

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Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Ability to interpret, apply and explain laws, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to collect and analyze data and prepare clear and concise reports  
Ability to work effectively under pressure with multiple responsibilities and projects  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others  
Ability to use computer applications including database, spreadsheets and word processing.

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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; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended long periods of at a time (up to 2-3 hours); seeing to 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. Will require off-site duties and activities.