

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Human Resources	Range: 17 (CL)	Management Schedule
Date Revised:		Date Approved:	October 14, 2014
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor Human Resources or designee, this position is responsible for district wide recruitment. This position is responsible for performing a wide variety of complex, technical and specialized duties related to human resources management, labor relations and business functions to assure efficient operations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

1.	Manage, plan, and coordinate the District's recruitment and hiring process, including job announcement preparation, advertising, communication with hiring managers and screening committees, develop/implement 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.
2.	Manage the administration of human resources information systems and maintenance of human resources databases, including position control, budgeting, state reporting; coordinate with the District payroll office, District Information Services, and District and campus business offices.
3.	Responsible for the planning and coordination of operational activities of the Human Resources office; participate in the analysis, revision and writing of Human Resources guidelines and procedures; recommend and implement new procedures related to areas of assigned responsibility.
4.	Manage the administration of District benefits programs, including leaves, new employee benefits/orientation, and implementation of benefits open enrollment programs.
5.	Perform advanced management and administrative duties independently and provide technical assistance to the Vice Chancellor and District Director of Human Resources. Responsible for research and analysis of data and human resources matters in the preparation of reports and recommendations.
6.	Respond to employee and public inquiries related to areas of assigned responsibility; provide information and resolve problems.
7.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
8.	Compose, review and edit a variety of correspondence, manuals and forms; review and edit Board of Trustees agenda items pertaining to Human Resources; maintain appropriate files and records.
9.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

10.	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.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	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.
13.	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.
14.	Participates in the collective bargaining process as assigned. Performs related duties as assigned.

OTHER FUNCTIONS:

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution in business administration, human resources, public administration or related field and three (3) years related 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

Experience working in human resources and/or payroll.

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

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

High professional standards and strong interpersonal skills.

Demonstrated experience developing and implementing human resources technology initiatives.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

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 District organization, operations, policies and objectives
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
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 time lines
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 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

SPECIAL REQUIREMENTS

Valid California Driver's License

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.
