

VICE PRESIDENT FOR HUMAN RESOURCES, TRAINING, AND EMPLOYEE DEVELOPMENT

GENERAL DESCRIPTION OF CLASS

Under the general direction of the Superintendent/President, the Vice President for Human Resources works cohesively with the management team, including the President's Leadership Team, to support and advance the District's mission, goals, strategic plan and initiatives. The Vice President for Human Resources provides leadership in planning, organizing, directing and implementing a comprehensive human resources program. The Vice President serves as the District's Chief Human Resources Officer and Equal Employment Opportunity Officer and collaborates with the Title IX Coordinator for employee related reports and complaints. The Vice President fosters a culture of collaboration, inclusion, mutual respect, innovation and continuous improvement across the District.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

1. Oversees the development and implementation of effective, inclusive and equitable Human Resources policies, procedures and systems.*
2. Directs the planning of and leads the implementation of a comprehensive human resources program that supports the District's mission and employees in the areas of recruitment and selection; benefits administration; workers' compensation; compensation; classification; employee and labor relations; human resources information systems; professional development; performance evaluation; compliance; and equal employment opportunity (EEO) programs.*
3. Evaluates the effectiveness of employee services, including recruitment efforts, selection processes, onboarding procedures and employee retention strategies, including employee wellness programs. Oversees training on equitable hiring practices to eliminate implicit bias and support new employee retention. Presents reports on the impact of equity-focused employment initiatives.*
4. Provides leadership in the development and implementation of District policies, procedures, processes and programs related to human resources; collaborates with senior administrators and constituent groups in the development of plans, strategies, goals and objectives of the District; develops and presents human resources-related policies, procedures, processes and programs in response to legislation and District needs.*
5. Advises the Superintendent/President, Board of Trustees, and other constituents on policies, procedures, and issues related to assigned areas of responsibility while promoting equity, inclusion and accessibility for the District's intersectional community.*
6. Advises the Superintendent/President and Board of Trustees in closed session on collective bargaining, employee discipline and discharge, and other matters within the scope of closed session topics; directs collective bargaining and policy implementation pursuant to Board action.*

7. Participates in collective bargaining negotiations; oversees contract administration, interpretation and implementation; ensures compliance with labor agreements and employment related laws and regulations; may serve as the District's chief negotiator for units; oversees the handling of grievance processes.*
8. Represents the District in procedural hearings and formal administrative proceedings related to labor relations, grievance resolution, and employment disputes.*
9. Engages with employees to provide information, address concerns, resolve issues, and receive feedback on work-related matters; consults with legal counsel on human resources matters, ensuring compliance with federal, state and local laws and regulations.*
10. Serves as the District's Compliance Officer under Title 5 of the California Code of Regulations. Provides oversight of the District's program and processes related to employee matters, including but not limited to grievances based on discrimination of a protected status; investigating complaints and developing and overseeing responses to complaints of unlawful discrimination. Additionally, works in collaboration with the Title IX Coordinator to investigate and resolve grievances that include employees.*
11. Ensures District compliance with the EEO requirements and appropriate regulations. Serves in an advisory capacity to the District's Equal Employment Opportunity Advisory Committee (EEOAC) to oversee the development and implementation of the District's EEO Plan; and promotes and implements equal employment opportunity (EEO) programs.*
12. Coordinates employee compliance training programs—such as harassment prevention, ADA, and other legal requirements—in partnership with the District's professional development function.*
13. Hires, supervises and evaluates assigned staff; establishes performance standards, assigns and monitors workloads; administers disciplinary actions in accordance with collective bargaining agreements and District policies and procedures.*
14. Provides leadership to District-wide committees, councils, task forces and special initiatives related to human resources; represents the District in the community and at State and regional meetings; serves as a liaison with appropriate government agencies and professional organizations; provides reports to the Board of Trustees as needed.*
15. Oversees assigned budgets; monitors financial data; authorizes expenditures in accordance with established policies and procedures; ensures fiscal accountability; identifies resources and establishes a basis for accountability on behalf of the Human Resources department.*
16. Serves as the District custodian of records for personnel files, ensures compliance with confidentiality requirements and privacy laws; oversees the preparation and maintenance of records and reports related to personnel transactions, benefits administration, leaves, classification, salary administration, EEO compliance and other assigned functions. Provides leadership in implementation the vision and oversight of the strategic plan and related efforts including unit planning and program review.*
17. Works collaboratively and professionally with faculty, staff, students and constituents from diverse academic, socioeconomic, cultural, disability, gender identity and ethnic communities.*
18. Promotes a culture of inclusion for all members of the Butte College intersectional community; addresses equity gaps and creates an inclusive environment within assigned areas of responsibility.*
19. Leads other operational areas and performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Master's Degree from an accredited college or university in Human Resources, Business Administration, Public Administration, Organizational Development, Educational Leadership or a related field; AND
- Five (5) years of progressively responsible Human Resources leadership or management experience; AND
- Demonstrated commitment to diversity and student equity.

**Master's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.*

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Earned doctorate degree from an accredited college or university.
- Seven (7) years of increasingly responsible Human Resources experience.
- Cultural competency and bilingual skills that support service to a diverse student and employee population
- Experience working in complex organizational structures governed by collective bargaining agreements.
- Demonstrated success advancing institutional equity goals.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of:

- Mission, goals, purpose, organization, operations, policies and procedures of public educational institutions.
- Principles and practices of human resources management, public administration, collective bargaining in the public sector, and professional training and development, including hiring, supervision, training, performance evaluation, and disciplinary processes.
- Recruitment and retention practices that align with the college's mission, values and goals.
- Student equity, retention and success.
- Local, state and federal laws and regulations, including but not limited to the California Education Code, the California Code of Regulations, and the EEO, ADA, Title IX laws as they pertain to human resources practices and procedures in California community colleges.
- Human resource information systems including position control, salary placements, leave tracking and other personnel transactions.
- Principles and techniques of job analysis and administration of position classification and compensation plans.
- Community college accreditation standards and processes.
- Participatory approaches to shared governance.

- Professional Development and Leadership skills

Ability to:

- Provide effective leadership in the various aspects of Human Resources, professional development and compliance for employees of the District.
- Apply principles, methods and techniques of personnel and human resources management including interpreting, applying and explaining laws, policies and procedures governing the workplace of the District.
- Select, assign, orient, train, supervise, counsel, and evaluate the performance of assigned employees.
- Direct and/or perform difficult and sensitive work requiring confidentiality, tact and diplomacy such as investigations and resolutions of unlawful discrimination and sexual harassment/sexual violence complaints; advise management on disciplinary hearings, procedures, and other personnel matters. Analyze situations accurately and provide effective resolutions or alternatives to conflict between and among employees.
- Establish and maintain effective working relationships with a wide variety of groups and individuals, including faculty, classified staff, administrators, employee group representatives, members of the public, and representatives of external agencies.
- Develop and present clear and concise reports and presentations to a wide variety of groups in the college community and to professional groups or organizations.
- Communicate effectively both orally and in writing.
- Demonstrate sensitivity to and respect for an intersectional community of students, faculty and staff.

RELATIONSHIPS WITH OTHERS:

All classifications of faculty, staff, and administration at Butte College; members of the Board of Trustees; attorneys; insurance administrators; executive management and staff from other educational institutions; general public.

SUPERVISION EXERCISED and/or RECEIVED:

Provides direct supervision to managerial staff and confidential personnel.

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 classification, the incumbent is regularly required to do the following: sit, walk, and/or stand, speak or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. The incumbent must frequently sit and/or stand for long periods of time and have dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch as well as move about the college or District site(s). 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.

- **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 in 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.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

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.

Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.