

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCES

L113.100

**BASIC FUNCTION:** Under the direction of an administrator, assists with the direction and supervision of Human Resources programs and services. Performs a full range of responsible, varied and complex functions requiring confidentiality and professionalism, including but not limited to the day-to-day operations of the department, providing administrative oversight and support for centralized employment services, adherence to equal employment opportunity, recruitment activities, classification activities, ADA compliance, employee/employer relations, labor relations, litigation, investigations, benefits administration and workers' compensation. Provides office coordination and scheduling as well as the direct supervision of assigned staff ensuring compliance with applicable policies, procedures and regulations.

**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 \*)*

- \*1. Assists the Director in the overall management and administration of assigned operational activities and services of the Department of Human Resources ensuring compliance with applicable policies, procedures and regulations.
- \*2. Oversees the daily operations of the Department of Human Resources. Manages the day-to-day operations and provides administrative oversight and support for assigned programs and services.
- \*3. Provides the supervision, training and evaluation of assigned staff, including but not be limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, participating in new employee selection, recommending employee discipline and reviewing and evaluating work for completeness and accuracy offering advice, motivation and assistance as needed.
- \*4. Analyzes and provides human resources/labor relations consultation and policy/legal review to the Director. Interprets/explains and applies legal code provisions, District policy and administrative procedures, collective bargaining provisions and regulatory requirements in the course of assignment; ensures all related activities and actions are in compliance with established policies, procedures and laws.
- \*5. Assists the District with complaints, grievances and/or problems to reach appropriate resolutions and recommends and/or initiates corrective actions/plans appropriate to the assignment.
- \*6. Participates with the investigation of complaints of alleged discrimination, harassment, employee complaints or grievances relating to fair employment practices, equal employment opportunity and District policies and administrative procedures. Recommends corrective procedures and/or actions to administration.
- \*7. Provides technical support to the department and the District on a full range of responsible, varied and complex functions requiring confidentiality and professionalism including, but not limited to, accreditation self-study documentation, fact finding and evidence for standards, scheduling faculty, generating faculty assignment contracts, centralized employment services, recruitment activities, classification activities, ADA compliance, employee/employer relations, labor relations, litigation, investigations, pre-employment live scan evaluations, benefits administration and workers' compensation.
- \*8. Serves as a resource for the development and implementation of staff development opportunities and training programs for the District; recommends staff development activities for the department.
- \*9. Coordinates, maintains and ensures compliance with mandated training requirements for the District.
- \*10. Assists in the preparation, administration and maintenance of the Department of Human Resource's annual budget.
- \*11. Coordinates and prepares statistical reports, studies, surveys and program review as requested and/or required. Coordinates and facilitates the reporting of human resources and related data to the Chancellor's Office of the California Community Colleges.
- \*12. Oversees, monitors and serves as a resource for hiring committee proceedings, personnel actions and/or other employment processes, ensuring compliance with legal requirements and established policies. Assures adequate and complete documentation of processes.
- \*13. Coordinates and oversees departmental communications; conducts group presentations on a variety of policies, procedures, activities and issues related to human resources.
- \*14. Participates in the development and implementation of goals, objectives, policies and procedures for the Department.
- \*15. Monitors the effectiveness of the Department's services and develops action plans to correct any issues as required and manages the implementation of these plans in coordination with the Director
16. May participate in negotiations and other activities relating to District labor relations activities.
17. May perform job analysis and classification studies. May audit technical personnel-related work including but not limited to salary and wage administration, performance test development and validation and perform human resources related research.
18. May act on behalf of the Director of Human Resources in his/her absence regarding specific assignments.
19. Serves on a variety of District committees.
20. Performs related duties as assigned or required, within the scope of the position.

### MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in human resources/management, public administration, organizational behavior or development or a related field or the equivalent\*; **AND**
- Two (2) years of experience in a position directly related to the duties and responsibilities of this class; **AND**
- One (1) year of experience in a supervisory position.

\* Bachelor's education equivalency equals two years of increasingly responsible work experience for each full year (24-30 units) of college.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
  - Hold and maintain a valid driver's license throughout duration of employment with the District.
  - Some travel may be required.

**DESIRED QUALIFICATIONS:**

- Bachelor's Degree
- Experience in an educational setting/public sector
- Experience working with Datatel/Colleague or another HRIS
- Certificate in Human Resources Management
- Evidence of conflict resolution skills
- Evidence of effective presentation skills
- Experience managing budgets
- Experience with benefits administration

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

**Knowledge of:** District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position; California Education Code, Government Code (Title 5), CalSTRS and CalPERS; regulations pertaining to Title IX compliance; supervisory and managerial concepts and principles; laws and ordinances pertaining to employee health and welfare benefit plans and programs; ACA requirements; ADA requirements; workers' compensations programs; equal employment opportunity principles and practices; principles and practices of public personnel classification and compensation analysis and evaluation methodologies; learn and effectively implement faculty minimum qualification evaluation techniques; methods and techniques of recruitment, selection retention and training; evaluation of programs and operational services and activities of human resources within higher education; management of day-to-day operational needs; website maintenance; modern office management methods and technology; administrative services that support the delivery of higher education; the use of social media; and budget preparation.

**Ability to:** apply District and departmental policies, procedures and rules and regulations; ensure compliance with all laws relating to human resources, California Education Code and Government Code (Title 5) regulations, etc. through effective office supervision and leadership; effectively train, supervise and evaluate staff; plan and coordinate the most effective use of staff, facilities and resources to achieve departmental goals; comprehend and stay current with laws, regulations and guidelines related to human resources administration; conduct classification reviews, analysis and prepare salary recommendations; write new and modify existing class specifications; oversee and manage effective recruitment activities, employee benefits administration, evaluation of faculty minimum qualifications and cooperatively work with the equivalency committee; communicate professionally at all times; use discretion and professionalism in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; utilize keyboarding skills commensurate with the required functions for this position; analyze correspondence; analyze administrative problems and prepare comprehensive, clear and concise correspondence, reports and recommendations; make sound, educated decisions; work independently and within a team; utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets; use a variety of software and hardware; establish and maintain cooperative working relationships with those contacted during the course of work; demonstrate sensitivity to, respect for and an understanding of the diverse staff and students within community colleges; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and monitoring of the departmental budget(s) and expenditure(s).

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to assigned departmental staff. Hires, trains and provides direction to hourly and student employees.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

Faculty, staff, administrators, students and the general public.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.