

## DIRECTOR, HUMAN RESOURCES

### GENERAL DESCRIPTION OF CLASS

Under the general leadership of the Vice President, Human Resources, Training, and Employee Development (VPHRTED), the Director of Human Resources leads the District's Human Resources Operations. Responsibilities include supervising and managing all operations, such as coordinating recruiting, hiring, orientation, retention, and offboarding activities. The Director oversees the administration of employee benefits, performance management, bargaining agreements, and handbooks. In partnership with the VPHRTED, this position develops, oversees, and implements personnel compensation, classifications, policies, and procedures. The Director ensures compliance with applicable policies, procedures, laws, and regulations, and supervises and evaluates the performance of assigned staff.

**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 \*.

*This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.*

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Leads and coordinates the day-to-day operations of the Human Resources Department including recruitment and selection, diversity outreach, compensation and classification, personnel processing, onboarding, recordkeeping, personnel policies, performance management, employee recognition, contract administration and employee relations.
2. Provides human resources/labor relations consultation and policy and legal review to managers in all department and areas of the District.
3. Assists in selecting, training, supervising, and evaluating the performance of assigned staff, recommend transfers, reassignment, discipline termination, promotions and other personnel actions as appropriate in compliance with the collective bargaining agreements, and the Management, Supervisory, Confidential Association (MSC) Handbook.
4. Oversees the District's recruitment and selection procedures, processes, and practices; in coordination with other human resources leaders develops and maintains the equal employment opportunity (EEO) plans and related reports; provides leadership in improving the diversity of faculty and staff to enhance student learning.
5. Oversees and administers the evaluation and the maintenance of the classification system, including salary and classification studies, implementation of salary schedules, classification reviews, development and maintenance of job descriptions, and positions control in coordination with the Business Services area.

6. In consultation with the VPHRTED and other leaders receives and considers employee grievances, assists management and administration with responses to grievances and if designated represents the District in procedural hearings.
7. Oversees the administration and maintenance of the Human Resources Information System (HRIS); identifies, develops, and implements technology initiatives to ensure all areas of Human Resources operations are efficient, accurate, and provide quality services.
8. Ensures the effective administration of the District's benefits programs including but not limited to Section 125, employee health and retirement benefits, workers' compensation, Employee Assistance Program (EAP), orientation, unemployment, ADA, and reasonable accommodation.
9. Ensures compliance with federal and state laws including but not limited to, Government Code, Labor Code, California Education Code, OSHA, California Leave, Laws and HIPAA.
10. Provides advice, guidance, and assistance, acts on employee problems and in collaboration with other human resources leaders recommends employee discipline in compliance with Board policies and procedures, and collective bargaining agreements.
11. Assists in the development, preparation, and administration of the department's annual budget; participates in college-wide planning, including the assessment of human resources needs.
12. Develops, oversees, and monitors adequate training and the continuing education of District employees to include but not limited to compliance training, including Keenan mandatory training, coordination with the professional development function, and management/leadership training.
13. Ensures orientation, training and effective administration of the performance management and evaluation processes.
14. Ensures adequate training and monitoring of the District's continuing compliance education including coordination with the professional development and Keenan mandatory training in alignment with the District's goals, values, and initiatives.
15. Ensures the proper maintenance of confidential human resources and personnel filing systems.
16. May serve on a variety of District, local, and statewide committees.
17. Interacts with diverse students and college constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
18. Initiates and maintains positive relationships with college constituencies, students, and the community.
19. Performs other duties as assigned that support the overall functions of the position.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION/EXPERIENCE:**

- Bachelor's Degree\*; **AND**
- Three (3) years of increasingly responsible experience in Human Resources Management reasonably related to the administrative assignment.
- Two (2) years in a supervisory or leadership role.
- Experience in labor relations.
- Or, any combination of education and experience that would provide the required qualifications for the position.

\*Bachelor'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.

**DESIRED QUALIFICATIONS:**

- Master's Degree
- Certificate in Human Resources Management from a recognized professional organization.
- Experience in the California Community College system.
- Experience in a higher education or public sector environment.

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

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

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

- District policies and procedures, Federal and state employment laws, regulations, codes, and ordinances related to employment and human resource management to include California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Health Insurance Portability and Accountability Act (HIPAA)
- Principles of effective, efficient and equitable human resources administration, management, leadership, and operations.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Current trends, practices, and laws affecting the management of human resources.
- Collective bargaining and negotiations processes.
- Performance management tools and employee evaluation process.
- Equitable recruitment, hiring, onboard and retention of administrators, management, faculty, and staff.
- Conflict resolution.
- Benefit administration including but not limited to workers' compensation.
- Policy and procedure development and methods of implementation.
- Budget planning, administration, and oversight methods and techniques.
- Modern and sustainable office practices and procedures.
- Title IX, Title V, and equal employment opportunity practices, to include complaint processing, resolution, and tracking.
- Advanced oral and written communication skills.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Effectively communicate both verbally and in writing to gain support for effective human resources practices.
- Create a culture of shared accountability for effective performance within the human resources department.
- Manage, direct, and provide effective leadership and management through organizing, assigning, prioritizing, and guiding work activities within the human resources department.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, interpret, and ensure compliance with human resources and employment laws, rules, regulations, policies, and procedures impacting the effective, efficient, and equitable performance of the District.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Define issues, analyze problems, evaluate options, and develop sound conclusions and reports for making appropriate recommendations to the VPHRTED.
- Motivate and provide supervision and leadership to a diverse group of employees.
- Foster an equitable and team approach to human resource management.
- Compile, organize, and use various financial information necessary in the preparation and administration of the department's annual budget.
- Negotiate among different constituency groups with diverging interests to achieve a shared understanding and commonality of purpose.
- Prepare and generate a variety of clear, concise, and complex reports and appropriate recommendations.
- Independently apply good judgment in making sound and educated decisions.
- Utilize computer software programs and applications, computer hardware, and peripheral equipment.
- Understand and carry out verbal and written instructions and direction.
- Exercise problem-solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Develop and deliver public presentations.
- Maintain records accurately and with confidentiality, as required.
- Work with diverse students, staff, and community.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, District faculty, staff, administrators, students, vendors, contractors, external agencies and organizations, the California State Community College Chancellor's Office, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbent in this class provides supervision, work direction, and/or guidance to assigned managers, confidential and classified staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**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 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. must frequently sit and/or stand for long periods of time; 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; 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 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.

Class Code: L122.100

Salary Range – MSC 24 - Exempt

Butte Glenn 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.