

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR, HUMAN RESOURCES

L122.300

---

**BASIC FUNCTION:** Under direction of an administrator, the Executive Director for Human Resources serves as the District's Chief Human Resources Officer and Equal Employment Opportunity Officer; directing/supervising the District's Human Resources Management functions and staff, providing related consultation to the Board of Trustees, the President's Leadership Team, administration and department managers; overseeing the coordination of recruiting activities, the administration of employee benefits and administration of the bargaining unit agreements to ensure effective, proper and lawful management of District personnel.

---

**REPRESENTATIVE RESPONSIBILITIES:** *(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. Develops, recommends, evaluates and implements sound human resources policies and procedures; consults with and interprets policies and procedures to employees and managers.
- \*2. Provides human resources/labor relations consultation and policy/legal review to managers in all departments and areas of the District; ensures all related activities and actions are in compliance with established policies, procedures and laws.
- \*3. Serves on the District's labor negotiating teams. Administers bargaining unit agreements; coordinates the preparation and analysis of collective bargaining proposals.
- \*4. Receives and considers employee grievances; assists management/administration with responses to grievances and represents the District in procedural hearings as necessary.
- \*5. Acts as the primary contact with legal counsel and outside government agencies in complaint and labor relations matters.
- \*6. Supervises professional, technical and clerical staff in the Office of Human Resources. Supervisory duties include planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems, and recommending and approving employee discipline and discharge as appropriate. Evaluates the work of assigned staff for completeness, accuracy and achievement of established objectives; offers advice and assistance as needed.
- \*7. Coordinates with Business Services to facilitate accurate payroll processes.
- \*8. Prepares and administers the department's annual budget and participates in college-wide planning, including the assessment of human resources processes.
- \*9. Directs the District's recruitment and examination programs and develops and maintains the District's diversity plans and related equal employment reports; provides college leadership in improving the diversity of staff to enhance learning.
- \*10. Provides direction in ADA and sexual harassment prevention matters; investigates, analyzes and adjudicates claims of harassment or discrimination.
- \*11. Maintains the District's classification and compensation plan; administers the performance evaluation process.
- \*12. Administers the District's benefits programs including Section 125, employee health/retirement benefits, workers' compensation, Employee Assistance Program (EAP), orientation, unemployment, etc. May serve as board member to Butte Schools Self-funded Programs JPA.
- \*13. Oversees the administration and maintenance of the Human Resources Information System. Identifies, develops and implements technology initiatives to ensure all areas of Human Resources operations are efficient, accurate and provide quality services.
- \*14. Directs the maintenance of confidential human resources and personnel filing systems.
15. Provides for and monitors adequate training and continuing education of District employees regarding compliance issues, including coordination with the professional development function in alignment with the District goals, values and initiatives.
16. Serves on a variety of human resources committees, including those targeting staff development and safety.
17. Prepares reports for the Board of Trustees for open and closed session agendas.
18. Initiates and maintains positive relationships with other departments and members of the campus community.
19. Serves on a variety of District committees as requested.
20. May perform other duties as assigned within the scope of the classification.

## MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**
  - Bachelor's degree; AND
  - Two (2) years of experience in a leadership and supervisory role in human resources management reasonably related to this administrative assignment, which includes labor relations.

**● 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:**

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

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

**Knowledge of:** District policies, rules and procedures; federal and state employment laws, regulations, codes and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; current trends, practices and laws affecting the management of human resources; performance management tools/employee evaluation processes, utilization of human capital; equal employment opportunity regulations; recruitment of faculty and staff; employer-employee relations; conflict resolution; employee contract negotiation and management practices; benefit administration to include workers' compensation; developing and facilitating compliance training; sustainable office practices and technology to include current version of Microsoft Office.

**Ability to:** interpret and apply District policies, rules and procedures; ensure compliance with federal and state employment laws, regulations, codes and ordinances pertaining to the specific responsibilities of the position; motivate and provide employee leadership and supervision; foster a 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; communicate effectively both orally and in writing; analyze issues and develop policy direction; make sound, educated decisions; work independently and within a team; utilize keyboarding skills commensurate with the required functions for this position; maintain proficiency in keyboarding skills; prioritize work load and meet deadlines; establish and maintain cooperative working relationships with those contacted in the course of work; communicate professionally in confrontational situations; use discretion and work with students, staff, faculty and the public in a diplomatic manner; independently apply good judgment; work with diverse populations; make required mathematical calculations accurately; develop and deliver public presentations; maintain records accurately and with confidentiality as required.

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

Provides direct supervision and technical direction to professional, technical and clerical personnel.

**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.