

PALOMAR COMMUNITY COLLEGE DISTRICT
DIRECTOR, HUMAN RESOURCE SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plans, organizes, directs and implements the District's comprehensive human resources management and employee relations programs for classified personnel, including selection, employment, position classification, compensation, employee relations, performance appraisal and other services; directs District recruiting activities; provides expert professional assistance and guidance to the District's administration and on human resources and employee relations matters and for compliance with state and federal laws, codes, Governing Board and District policies and procedures, and collective bargaining agreements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

The position receives general direction from the Assistant Superintendent/Vice President for Human Resource Services and supervises administrative, supervisory, and classified employees.

ESSENTIAL FUNCTIONS STATEMENTS

Essential duties and other important responsibilities may include, but are not limited to, the following:

Develop, implement, provides policy recommendations, and administer comprehensive human resources programs, policies, procedures and guidelines consistent with state and federal requirements and sound professional principles and practices. Provide internal consulting to District administration and classified representatives on a variety of complex, sensitive and confidential organizational and human resources issues. Direct recruitment activities for academic and classified positions; review and update qualification screening processes and procedures; review hiring practices and procedures to make recommendations for updates and improvements, ensuring that recruitments are aligned with equal employment opportunity and other applicable regulations. Direct the development and maintenance of comprehensive classification and compensation plans; approve completed classification and job analysis studies. Support the District's classified employee contract negotiation process; administer the implementation of collective bargaining agreements; advise executives, administrators, and supervisors on employee relations matters, including grievance and disciplinary procedures and actions; represent the District in grievance and disciplinary actions; confer with employees and labor organizations to resolve employee issues. Plan, organize, control, integrate and evaluate the work of subordinate employees in the Human Resource Services (HRS) department; develop related portions of the department's budgets and monitor performance against the budgets. Oversee functional use of human resources integrated data systems. Participate in the development and implementation of strategic plans and initiatives and department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities. Develop and maintain personnel procedural handbooks for distribution to District administrators; maintain and ensure legal compliance of the District's employee orientation program; organize and direct the maintenance of employee files and records for classified personnel. Administer and coordinate the performance evaluation program for classified employees; develop performance evaluation forms for all District classified personnel; assist in developing and support staff development initiatives for classified personnel. Monitor industry developments in the area of human resources; analyze proposed local, state and federal laws, regulations and court decisions for their impact on District human resources practices; recommend and implement policy and procedure changes consistent with new requirements. Provide training to District personnel on a variety of mandated and non-mandated human resources issues and

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Human Resource Services (Continued)

topics, which may include but is not limited to sexual harassment, employee relations, performance evaluations, and supervisory/administrative practices. Lead and participate in District committees, task forces, teams and ad hoc groups as assigned; assume responsibility for ensuring that tasks assigned to such groups are completed in a timely and accurate manner.

Marginal Functions:

1. Attend a variety of meetings, seminars and in-service training classes on- and off-campus.
2. Perform related duties and responsibilities as assigned or required.

QUALIFICATIONS

Knowledge of:

principles, theories and practices of personnel administration, including position classification, salary administration, recruitment, examination and selection; principles and practices of labor-management relations, including negotiation and contract administration techniques; principles and practices of sound business communications, including business letter writing and report preparation; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including provisions of the Education Code as it applies to personnel practices and procedures and community college districts; classified human resources policies and procedures and labor contract provisions in a community college environment; principles, methods and techniques of strategic and business planning, including budget development and purchasing; principles and practices of public administration, including maintenance of public records; research methods and analysis techniques; principles and practices of internal consulting regarding human resources and employee relations policies and practices; trends in human resources management; principles and practices of effective management and supervision; correct English usage, including grammar, spelling, and punctuation; interpersonal skills using tact, patience and courtesy; modern office procedures, methods and equipment including computers and associated software; community college organization, operations, policies and objectives.

Ability to:

analyze and make sound recommendations on complex human resources management issues; plan, organize and direct a comprehensive human resources management program; understand, interpret, explain and apply District, local, state, and federal laws, codes, regulations, policies and court decisions governing the District's human resources management programs for classified employees; interact effectively with people of diverse socioeconomic, cultural, ethnic and disability backgrounds; obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to District executives and the Governing Board; perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection, and employee disciplinary programs; prepare clear, concise and comprehensive reports and written materials; present proposals, recommendations and technical information clearly, logically and persuasively; organize, set priorities and exercise sound independent judgment within areas of responsibility; operate office equipment including computers and supporting word processing, database, and spreadsheet applications, an integrated data management system, and presentation programs; use tact and diplomacy in dealing with sensitive situations and concerned people and staff; maintain confidentiality of highly sensitive information; establish and maintain effective and cooperative working relationships with a wide variety of groups and individuals contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Experience:

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Human Resource Services (*Continued*)

Five years of increasingly responsible professional human resources/personnel management experience.

Preferred: Professional and managerial-level experience in public sector human resources personnel administration.

Education/Training:

Bachelor's degree in human resources, public, business or personnel administration, or a related field.

Preferred: Master's degree in human resources, public, business or personnel administration, or a related field.

Licenses and Certificates:

Possession of a valid, appropriate driver's license by time of appointment.

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 class, an employee is regularly required to sit; talk or hear, in person, in meetings and by phone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Governing Board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

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 employee regularly works under typical office conditions, and the noise level is usually quiet.

The employee will be required to occasionally travel to various district locations, and to other locations that will require driving or other forms of transportation.

FLSA: Exempt

New: June 18, 2007

Final: June 18, 2007

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Human Resource Services *(Continued)*