

PALOMAR COMMUNITY COLLEGE DISTRICT

ASSISTANT SUPERINTENDENT / VICE PRESIDENT 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

Plan, organize, direct and control the development, administration and direction of Human Resource Services and programs for the District; promote, direct, implement and coordinate EEO/faculty and staff diversity programs; advise and counsel senior and executive administration and the Governing Board on policy, legal requirements, and the impact of related legislation on the District and its employees; develop and present policies in response to legislation and District needs; direct and oversee all employment processes for the District; develop and provide training for employees; manage classification policies and procedures; oversee the coordination of employee benefits; meet and confer with Administrative Association and the Confidential and Supervisory Team (CAST) representatives on salary and benefits issues; negotiate annually with CCE/AFT (classified union) and PFF (faculty and adjunct faculty union).

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Superintendent/President and exercises supervision over the Human Resource Services and Employment Services staff.

ESSENTIAL FUNCTIONS

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

1. Plan, organize, direct and control the activities, services and operations of the District's Human Resources programs, services and activities; allocate resources and personnel to assure the effective and efficient provision of services to the District.
2. Train, assign, supervise and evaluate assigned staff; establish standards of performance and methods of operation; assign and monitor work loads and projects; discipline assigned staff according to established policies and procedures.
3. Participate with District executive staff members to identify goals and resources to achieve goals and to establish a basis for accountability; identify goals and objectives for Human Resource Services that serve to meet the mission of the College.
4. Design, develop, support and assist with employee development programs and correlate them with the mission and goals of the College.
5. Review and approve selection criteria, interview questions, applicant pool diversity, interview pool diversity and EEO reports; coordinate recruiting efforts and job fair participation; establish minimum qualifications; facilitate the equivalency process; train the selection committees.

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6. Advise and counsel senior and executive administration and Governing Board members on policy, legal requirements and impact of legislation on employees; develop and present policies in response to legislation and District needs.
7. Communicate and consult with legal counsel on employee litigation; seek advice from legal counsel on matters of Education Code interpretation and implementation and advise District of required responses.
8. Meet with employee groups to provide information, respond to questions, resolve issues and receive feedback; meet and confer with Administrative Association and Confidential and Supervisory Team (CAST) on salary and benefits issues.
9. Negotiate annually with CCE/AFT (classified union) and PFF (faculty and adjunct faculty union), implement policies, manage policies, and seek and consider their input as required on issues.
10. Develop and provide training to employees in such areas as employee policies and procedures, sexual harassment, drug awareness and safety; provide faculty and staff development opportunities; provide training for management and administrative staff on new and revised policies.
11. Approve reclassification recommendations, determine out-of-class placements and approve salary placements; direct the conduct and completion of salary surveys and analysis of salary data.
12. Coordinate benefits services for employees; facilitate benefits task forces and committees; administer benefits contracts through JPA; facilitate and direct implementation of changes in benefits.
13. Direct and supervise the activities of the Human Resource Services staff in providing services to faculty, staff, administrators, adjunct faculty and students in the areas of employment, benefits, classification, training and performance evaluation.
14. Meet with individual employees on a variety of work-related issues, concerns, problems and projects; provide guidance and support, and recommend solutions and options.
15. Direct the performance evaluation program for classified staff and provide training as needed.
16. Coordinate and facilitate District disciplinary action and grievance resolution.
17. Participate in shared governance through service on planning and/or operations committees and task forces including, but not limited to, the Human Resource Services Planning Council, EEO Advisory Committee, and Benefits Committee.
18. Attend all meetings of the Governing Board.
19. Support, implement and promote compliance with the District's faculty and staff diversity plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
20. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
21. Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration including position classification, salary administration, recruitment, examination and selection.
- Provisions of the Education Code as it applies to Human Resources practices and procedures in community college school districts.
- Principles of public administration, management, supervision and training.
- Principles and practices of employee training and supervision.
- Principles of budget preparation and control.
- Statistical, research and survey methods and techniques.
- General labor relations, laws, practices and procedures.
- District organizational functions, policies and procedures.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Report writing methods and techniques.
- Office management and recordkeeping practices, methods and procedures.

Ability to:

- Perform the required Human Resources technical and managerial responsibilities in the following areas:
 - Classification and compensation/benefits
 - Employment
 - Employer-Employee relations
 - Collective bargaining negotiations and contract administration
 - Staff diversity and Equal Employment Opportunity (EEO) programs
 - Discrimination complaint/conflict resolution (including those involving sexual harassment and ADA complaints)
 - Human Resources policy and procedure development
 - Employee performance appraisal process
 - California Education Code and other applicable state and federal employment and labor laws
- Participate as both a team leader and member.
- Lead and represent a diverse Human Resource Services staff.
- Plan, organize, direct and control the development, administration and direction of Human Resource Services and programs for the District.
- Provide promotion, direction, implementation and coordination of EEO/faculty and staff diversity programs.
- Train, assign, supervise and evaluate assigned Human Resources technical, secretarial and clerical staff.

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Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Interpret and apply a wide variety of rules and regulations relating to the operation of the Human Resource Services department under the State Education Code.
- Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the President, Cabinet, District administrators and the Governing Board.
- Establish and maintain effective working relationships with a wide variety of groups and individuals, including District administrators, members of the Governing Board, candidates, employee group representatives, members of the public and representatives of other public agencies.
- Prepare and present comprehensive, effective oral and written reports.
- 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.
- Advise the President and Cabinet on disciplinary hearings, procedures and problems.
- Write and present clear and concise reports and presentations.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

A Master's degree from an accredited institution and five years of full-time human resources technical and management experience (including at least three years of full-time mid-level or executive-level human resources managerial work experience) are required. Human Resources experience in higher education preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and community members.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.