



Classification Title: Assistant Superintendent/Vice President, Human Resource Services

Department: Human Resource Services

EEO6 Code: 1

Staff Category: Executive Administration (Classified Administrator)

Salary Range: 79

Supervision Received From: Superintendent/President

Original Date: 7/2016

Supervision Given: Assigned administrative, supervisory, confidential, classified, hourly, and volunteer employees in Human Resource Services

Last Revision: 7/2023

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.

JOB SUMMARY.

Plans, organizes, directs, and controls the development, administration and direction of the Human Resource Services division and its programs for the District; promotes, directs, implements, and coordinates equal employment opportunity (EEO) and employee diversity programs; advises and counsels the District's senior and executive administration and Governing Board on policy, legal requirements, and the impact of related legislation related to human resources matters on the District and its employees; develops and presents policies in response to legislation and District needs; directs and oversees all employment processes for the District; develops and oversees the provision of employee development programs; manages classification policies and procedures and the District's classification and compensation plans and structures; oversees the coordination of employee benefits; negotiates annually with the Council of Classified Employees/American Federation of Teachers (CCE/AFT), the District's classified bargaining unit union and the Palomar Faculty Federation, the District's full- and part-time faculty union; meets and confers with the District's Administrative Association and Confidential and Supervisory Team (CAST) representatives on various issues involving working conditions.

DISTINGUISHING CHARACTERISTICS.

The Assistant Superintendent/Vice President, Human Resource Services is a single incumbent classification that is included in the District's executive administration. The classification is distinguished from other Assistant Superintendent/Vice President classes in its authority and leadership of the Human Resource Services division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Plans, organizes, directs, and controls the activities, services, and operations of the District's human resources programs, services, and activities; allocates resources and personnel to assure the effective and efficient provision of services to the District; directs and supervises the activities of the Human Resource Services staff in providing services to faculty, staff, administrators, hourly employees, and volunteers in the areas of employment, benefits, classification, employee development, and performance evaluation.
2. Manages, supervises, and evaluates assigned Human Resource Services staff; establishes standards of performance and methods of operation; assigns and monitors workloads and projects; disciplines assigned staff according to established policies and procedures.
3. Collaborates with other District executive administrators to develop and achieve goals, identify resources, and establish a basis for accountability for the District and Human Resource Services that serve to meet the mission of the District.
4. Ensures the District is in compliance with all applicable federal, state, and local laws and regulations; accreditation requirements; Governing Board policies and procedures; District plans; and collective bargaining agreements.

5. Directs the development and implementation of the District-wide Staffing Master Plan and Human Resource Services' Program Review and Plan; identifies objectives and measurable outcomes; ensures plans are aligned with the District's mission, District planning mechanisms, and available resources.
6. Oversees the development and administration of the District's Equal Employment Opportunity (EEO) Plan and related employee diversity efforts; supports, implements, and promotes compliance with the EEO Plan in all aspects of employment and education; encourages diversity in staffing, curriculum, programs, and services; facilitates or delegates facilitation of the District's Equal Employment Opportunity Advisory Committee; delegates EEO and diversity efforts to subordinate Human Resource Services administrator(s) as appropriate.
7. Serves as the Responsible District Officer, pursuant to Title 5 of the California Code of Regulations, for purposes of responding to complaints of unlawful discrimination; serves as the District's Title IX Coordinator for purposes of responding to complaints of sexual harassment and sexual violence, including sexual assault; receives complaints and initiates investigation and resolution of complaints as required by applicable laws, regulations, and District policies and procedures; delegates investigation of allegations to other Human Resource Services administrator(s) or external investigators as appropriate to each complaint; facilitates development of the District's Title IX programs.
8. Oversees and administers the District's employment recruitment programs and plans; assures the District's adherence to applicable laws, regulations, policies, and procedures in selection criteria, interview questions, applicant pool diversity, interviewee pool diversity, selection committee training, and recruitment-related reports; oversees the coordination of recruiting efforts and job fair participation; consults with faculty on the District's equivalency qualifications process for faculty positions.
9. Advises and counsels senior and executive administration and Governing Board trustees on policy, legal requirements, and impacts of legislation on employees in regards to assigned areas of responsibility; develops and presents human resources-related policies in response to legislation and District needs.
10. Communicates and consults with legal counsel on litigation related to employment and other human resources matters; seeks advice from legal counsel on the interpretation of federal, state, and local laws and regulations, including the California Education Code, as they pertain to human resources issues; advises the District of required responses to litigation and other legal matters.
11. Oversees the District's classification and compensation plans; approves new classifications and reclassification of positions including establishment of minimum qualifications and appropriate compensation within established District practices; directs the completion of salary surveys and analysis of salary data; oversees external classification studies.
12. Exercises leadership in the development of the Human Resource Services budget and manages financial resources consistent with District policy and sound financial management principles; allocates scarce resources among competing requests for funds.
13. Meets with individual employees and employee groups to provide information, respond to questions, resolve issues and receive feedback on a variety of work-related issues, concerns, problems, and projects; provides guidance and support and recommends solutions and options.
14. Negotiates annually with the classified bargaining unit and faculty unions; implements and manages policies applicable to collective bargaining; seeks and considers unions' input as required on various issues.
15. Meets and confers with the Administrative Association and CAST on issues regarding working conditions.
16. Oversees the development and implementation of employee development programs including, but not limited to, legally-mandated training, employee onboarding, retention strategies, and succession planning; coordinates training for administrators and supervisors on new and revised policies, procedures, and legislation relevant to human resources.
17. Coordinates benefits services for employees; facilitates benefits task forces and committees; administers benefits contracts through insurers; directs and facilitates the implementation of changes in benefits.
18. Directs performance evaluation programs for non-faculty employees; facilitates training for administrators and supervisors on effective evaluation techniques and the District's evaluation procedures; assures timely completion of evaluations in accordance with District policies and procedures.

19. Coordinates and facilitates the District's disciplinary procedures and grievance resolution process in accordance with applicable laws, regulations, collective bargaining agreements, employee handbooks, and District policies and procedures.
20. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; assures the provision of a safe work environment for District employees by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
21. Leads human resources-related shared governance groups including, but not limited, to the Human Resource Services Planning Council, Equal Employment Opportunity Advisory Committee, and Benefits Committee; serves on other District operations committees and/or task forces as required.
22. Attends all meetings of the District's Governing Board. provides reports to the Governing Board as requested or required.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of full-time human resources management and technical experience, including a minimum of one year of full-time mid- or executive-level human resources management experience in an educational or public setting.

Education/Training:

A master's degree in human resources, business administration or a related field from an accredited college or university is required.

License and/or Certificate:

Possession of a valid California Driver's License by time of appointment.

Preferred Qualifications:

Human resources experience in higher education.

Knowledge of:

1. Principles and practices of personnel administration including, but not limited, to classification, salary administration, recruitment, examination, and selection.
2. Provisions of the California Education Code, the California Code of Regulations, Title IX, and other relevant federal and state laws and regulations as they pertain to human resources practices and procedures in community colleges.
3. Principles of public administration, management, supervision, and employee development.
4. Principles and practices of employee training and supervision.
5. EEO laws, regulations, and practices applicable to higher education, including investigation and resolution of related complaints.
6. Principles of budget preparation and control.
7. Statistical, research, and survey methods and techniques and report preparation.

8. General labor relations laws, practices, and procedures.
9. Organizational functions, policies, and procedures of community colleges.
10. Modern office procedures, methods, and equipment including computers and applicable software programs.
11. Interpersonal skills using tact, patience and courtesy.
12. Proper English usage, spelling, grammar, and punctuation.
13. Mathematical principles applicable to areas of responsibility.
14. Office management and recordkeeping practices, methods and procedures.

Skill in:

1. Performing a variety of human resources management and technical responsibilities in a leadership capacity in the following areas:
 - Personnel support
 - Classification and compensation, including benefits
 - Recruitment and selection
 - Talent development
 - Collective bargaining negotiations and contract administration
 - Employer-employee relations
 - EEO and diversity plans and programs
 - Investigation and resolution of unlawful discrimination and sexual harassment/sexual violence complaints
2. Directing, planning, organizing, and controlling the development, administration, and direction of human resources programs and services for a complex organization.
3. Interpreting and applying a wide variety of laws, regulations, and rules relevant to human resources, including the California Education Code and California Code of Regulations.
4. Obtaining, organizing, analyzing, and evaluating a wide range of data and information and making appropriate recommendations to leadership and administrators.
5. Managing, supervising, delegating, training, evaluating, and disciplining employees, including administrators/supervisors and support staff.
6. Establishing and maintaining effective working relationships with a wide variety of groups and individuals, including administrators, elected officials, employee group representatives, support staff, members of the public, and representatives of external agencies.
7. Preparing and presenting comprehensive, effective oral and written reports to a variety of individuals and groups.
8. Advising administrators on disciplinary hearings, procedures, and other personnel issues.
9. Writing and presenting clear and concise reports and presentations.
10. Analyzing situations accurately and adopting effective courses of action.
11. Communicating effectively both orally and in writing.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions:

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

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires frequent travel to District and other locations.