

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Director, Human Resources**

**Department:** Human Resource Services

**FLSA Status:** Exempt

**Staff Category:** Administrative Association (Classified Administrator)

**Salary Range:** 67

**Supervision Received From:** Assistant Superintendent/Vice President, Human Resource Services

**Original Date:** February 2018

**Supervision Given:** Supervisory, Classified, Hourly, and Volunteer Staff in Human Resource Services

**Last Revision:** February 2018

***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.**

Under the administrative direction of the Assistant Superintendent/Vice President, Human Resource Services, directs, manages, supervises, and coordinates the daily activities and operations of Human Resource Services including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, Americans with Disabilities Act (ADA) compliance, and collaborates with other Human Resource Services administrators in ensuring equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Assistant Superintendent/Vice President, Human Resource Services.

**DISTINGUISHING CHARACTERISTICS.**

The Director, Human Resources is distinguished from other administrative classifications in Human Resource Services by its authority over daily operations and activities of Human Resource Services.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties include the following:

1. Assumes management responsibility for daily services and activities of Human Resource Services including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Directs the development of Human Resource Services' budget process.
7. Ensures that the recruitment and selection process for all District employee positions is in full compliance with federal, state, and District rules, regulations and guidelines.
8. Assists and participates with the collective bargaining negotiations and contract management for the District and advises administration on all matters relating to labor/employee relations.
9. Counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues,

grievances and disciplinary action.

10. Develops and implements staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.
11. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
12. Investigates and determines resolution of unlawful discrimination and sexual harassment complaints.
13. Provides advice and counsel to administrators and supervisors regarding disciplinary and grievance resolution.
14. Serves on a variety of committees; prepares and presents reports and other necessary documentation.
15. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resources and personnel administration programs, policies, and procedures.
16. Keeps abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
17. Represents the District at professional meetings, public functions and maintains involvement in community activities.
18. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.

**Marginal Functions:**

1. Attends a variety of meetings, workshops, and seminars on- and off-campus.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Operational characteristics, services, and activities of a human resources administration program.
2. Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, Worker's Compensation, and training/employee development.
3. Principles and practices of program development and administration.
4. Methods and techniques of collective bargaining and contract negotiation.
5. Principles and applications of recruitment and equal employment opportunity.
6. Operational characteristics of human resource information systems.
7. Principles and practices of budget preparation and administration.
8. Principles of supervision, training, and performance evaluation.
9. Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.
10. Modern office procedures, methods and equipment using computers and applicable software program.
11. Public relations principles, including the use of tact, patience, and courtesy.
12. English usage, spelling, grammar, and punctuation.

**Skill in:**

1. Overseeing and participating in the management of a comprehensive human resource management program.
2. Overseeing, directing, and coordinating the work of lower level staff.
3. Participating in the selection and recommendation, supervision, training, and evaluation of staff.
4. Participating in the development and administration of goals, objectives, and procedures for an assigned area.
5. Providing leadership for the effective utilization and successful implementation of a human resources information system.
6. Gathering and analyzing data and situations and making appropriate decisions.

7. Effectively serving as a resource to employees pertaining to human resources related problems, concerns and issues.
8. Preparing and presenting comprehensive, concise, clear oral and written reports.
9. Participating in collective bargaining negotiations and contract administration.
10. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
11. Interpreting and applying California Education Code, Title 5 of the California Code of Regulations, and federal, state, and local policies, laws, and regulations as they relate to the position.
12. Demonstrating professionalism, fairness and honesty in all aspects of the performance of duties.
13. Providing leadership based on ethics and principles as they relate to human resources functions and operations.
14. Communicating clearly and concisely, both orally and in writing.
15. Establishing and maintaining effective working relationships with those contacted in the course of work.
16. Analyzing and identifying trends in data and applying findings to future human resources and recruiting practices.
17. Prioritizing and scheduling multiple activities simultaneously.
18. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

### **Experience and Training Guidelines**

Any combination of experience and 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 increasingly responsible professional human resources experience, including three years of supervisory/management experience.

#### **Education/Training:**

A bachelor's degree from an accredited college or university with major coursework in human resources, industrial/organizational psychology, business administration, or a related field.

#### **Preferred Qualifications:**

Human resources experience in the California Community College system.

### **WORKING CONDITIONS.**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with faculty, staff, students, and the public, including dissatisfied or hostile individuals; frequent travel to District and other locations. The noise level is usually quiet to moderate.

#### **Physical Conditions:**

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for extensive use of keyboards. Must be able to travel between education centers, other District locations, and additional locations that will require driving or other forms of transportation.