



VICE CHANCELLOR, HUMAN RESOURCES AND EQUAL OPPORTUNITY

DEPARTMENT: Human Resources and Equal Opportunity

COLLEGE: Central Services

SALARY GRADE: [A1 - 12](#)

POSITION PURPOSE:

Reporting to the Chancellor, plans, organizes, directs, and leads the department, administration, and direction of Human Resources services and programs for the District. Provides promotion, direction, implementation, and coordination of staff diversity/Equal Opportunity programs. Directs labor relations including service, as chief negotiator, for the District; develops, assigns, supervises, and evaluates assigned staff; advises and counsels senior and executive administration and the Board, on policy, legal requirements, and the impact of legislation, on employees, and develops and presents policies in response to legislation and District needs.

NATURE and SCOPE:

The Vice Chancellor of Human Resources and Equal Opportunity supervises the Director of Human Resources, Benefits Manager, HR Specialist-Classified and Management, HR Specialist-Faculty, and Executive Assistant.

This position is responsible for policy development, contract negotiations, interpretation, implementation, and application decisions; representing the District in grievances and arbitration; responding to employee-related litigation, evaluating discrimination and sexual harassment complaints, and overseeing department issues, such as budget, operations, procedures, etc.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Develop and implement an effective Human Resources policy, procedure, and system; advise the Chancellor and Board on policy, and legal requirements/compliance; coordinate Human Resources activities to support the college community in meeting the District's mission.
2. Serve as chief negotiator for the District for the Faculty Association as well as meet and confer with Administrative Association and Confidential employees; interact with other employee groups, such as Classified and Faculty Senates, to meet needs, develop programs, and respond to problems.
3. Direct District diversity efforts including compliance with Equal Opportunity and Title V regulations; plan and facilitate appropriate training for all employees; coordinate/facilitate/supervise District discrimination complaint process.
4. Mediate and conciliate employee grievances; represent the District in grievance hearings; direct disciplinary actions; intervene in supervisor/employee relations' problems.
5. Consult and work with legal counsel on contract issues, litigation, and compliance issues.
6. Develop and implement complex classification systems and competitive compensation plans for all employee groups that are fiscally sound, and that substantially recognize employee contributions to the District.
7. Direct employment services including recruitment, selection, initial employment, retention of District staff; provide training in effective employment practices; integrate employment goals with diversity goals; provide information and support for retention of new employees.

8. Direct and supervise the activities/services of the Human Resources staff in providing services to faculty, staff, and administrators for employment benefits, classification, training, and performance evaluations. Assign, evaluate, and provide development opportunities to HR staff; establish standards of performance and methods of operation, assign and monitor work loads and projects.
9. Provide leadership in planning and administering employee benefits program.
10. Provide leadership and participate in shared governance committees; develop and facilitate staff development, training activities, and opportunities.
11. Evaluate discrimination and sexual harassment complaints.
12. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
13. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
14. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Equal Opportunity.
2. Board policy development and implementation.
3. Collective Bargaining Agreements, Title V, Civil Rights Act of 1964 and 1991, ADA, the Education Code, Government Code, Fair Labor Standards Act, and Family Medical Leave Act.
4. Effective labor relations strategies with well-established bargaining units.
5. Human Resources administrative principles in higher education.
6. Mediation and conflict resolution practices and arbitration rules.
7. Benefits, Workers' Compensation, classification and compensation systems.
8. Budget and Finance.
9. Computers: commonly used software and communication media.
10. Federal and state labor laws.
11. Participatory governance/decision making, consensus building and team management.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
3. Build trust among all constituents in the district.
4. Deliver effective training to employees in a variety of staff development topics and venues.
5. Manage and apply technology to Human Resources.
6. Computer literacy: ability to manage and apply technology to Human Resources.
7. Leadership, decision-making, supervision, problem-solving, organizational, and analytical ability.
8. Presentation skills.

Education and Experience:

1. Master's degree.
2. Three years of progressively responsible management experience in a human resources environment.
3. Demonstrated knowledge of federal and state laws and regulations.

4. Knowledge of health/welfare benefits, Worker's Compensation, and classification/compensation systems.

Licenses and Certifications:

1. None

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work.

Physical Abilities:

Date Approved: February 2002

EEO Category: H10