



## ASSOCIATE VICE CHANCELLOR, HUMAN RESOURCES

**DEPARTMENT:** Human Resources and Equal Opportunity

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - K](#)

### POSITION PURPOSE:

Reporting to the Vice Chancellor of Human Resources and Equal Opportunity, this position is responsible for leadership in the management and administration of personnel policies and practices, including recruitment and employment, benefits, collective bargaining, classification and pay, performance management and training, HRIS, and employee relations.

The Associate Vice Chancellor reports to the Vice Chancellor of Human Resources/Equal Opportunity who provides policy direction and has executive level responsibility for all human resources related functions for the District. The Associate Vice Chancellor is responsible for helping to manage the core human resources functions, provide direction and support for daily operations, supervise staff, and coordinate with other programs and services related to or in support of the HR functions. The Associate Vice Chancellor presents reports on a wide variety of HR related issues and consults with all levels of District staff and union representatives. The Associate Vice Chancellor may be assigned to serve on a variety of participatory and task specific committees, initiatives, teams and task forces as needed or requested. The Associate Vice Chancellor acts in the absence of the Vice Chancellor of Human Resources and performs related duties as assigned.

### KEY DUTIES and RESPONSIBILITIES:

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

#### District Human Resources Leadership and Collective Bargaining:

1. The Associate Vice Chancellor is responsible for the clear articulation of District personnel policies, procedures, collective bargaining agreement, and applicable laws and regulations to administrators and employees to ensure compliance and effective HR administration.
2. Participate in shared governance and collaborate on a variety of institutional issues including employee relations, HR administration, union relations, collective bargaining agreements and related HR topics.
3. As chief negotiator for classified collective bargaining units develop and present innovative and responsive proposals in both interest based and positional bargaining environments. In conjunction with management and union bargaining teams work to achieve effective resolution to negotiations issues. May also assist with administrative and faculty negotiations.
4. Develop and present training on human resources related topics and procedures, and as required to effectively implement collective bargaining agreements. Provide direction and development of new employee orientation and staff development programs.
5. Administer grievance and disciplinary processes. Provide consultation and direction to administrators and supervisors on the resolution of employee disputes and conflict.

#### Classification and Compensation

1. Direct the classification and compensation system, for classified, supervisory and administrative positions including classification studies, salary survey analysis; and development of compensation and salary placement related recommendations.

### **Employment**

1. Direct the recruitment and selection support services for authorized vacant positions. Ensure effective and efficient administration of electronic application and database systems, onboarding procedures and related functions.
2. Monitor and track budget expenditures; ensure compliance and effective use of resources.

### **Personnel Processing and Recordkeeping**

1. Direct processing of personnel transactions, new hire authorizations and employee onboarding, employee separations, and recordkeeping.
2. Ensure compliance, organized recordkeeping, and effective use of resources and systems.

### **Equal Opportunity, Leave and Accommodations**

1. Promote and implement the District's Equal Opportunity and diversity plans in the administration of Human Resources policies, procedures, services, and programs, including recruitment and selection, and with specific responsibility for implementation of and compliance with ADA and FMLA. Coordinate as needed with the benefits manager on leave, accommodation, and worker's compensation. Respond to complaints and ensure appropriate investigation, reporting and compliance.

### **Health and Welfare Benefits Programs:**

1. Responsible for overseeing and directing the development, design, administration and implementation of the District's Health and Welfare Benefits programs including medical, dental, vision, long-term disability, employee assistance programs and workers compensation.

### **Human Resources Department Operations:**

1. Coordinate the day-to-day operations of the Human Resources Department including recruitment and selection, equal opportunity and diversity outreach, compensation and classification, personnel processing, personnel recordkeeping, accommodations, personnel policies, employee appraisal and recognition, contract administration and employee relations; supervise, develop and evaluate Human Resources support staff.
2. Coordinate the development, implementation and modification of the human resources information system for the management of employee, retiree, contractor and related HR records and documentation. Serve as Department lead in the continued implementation of human resources information systems; facilitate continued modification following implementation.
3. Assist in the development and monitoring of department budget.

### **Related Duties**

1. Perform related duties requiring a high level of responsibility and independent judgment.

### **EMPLOYMENT STANDARDS**

#### **Knowledge:**

1. Human Resources administration and practices in public higher education.
2. Using and applying Human Resource Information System technology.
3. Job evaluation and classification techniques.
4. Compensation practices, methods and techniques.
5. Applicable federal and state laws, rules and regulations.
6. Principles of supervision, training, performance evaluation and discipline.

7. Leadership, team building, motivation and conflict resolution principles.
4. Collective bargaining and labor relations in the public sector.
5. Fair employment practices and recruitment and selection procedures leading to a diverse pool of qualified applicants.

#### **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. Demonstrated success in labor relations/negotiations.
3. Organize and direct workflow.
4. Communicate effectively and persuasively both orally and in writing with faculty, staff, administrators, constituents and representatives.
5. Effectively mediate disputes and resolve conflict.
6. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
7. Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
8. Manage a number of projects and issues simultaneously.
9. Prioritize and organize information.
10. Work effectively under pressure.
11. Work with difficult individuals.
12. Demonstrated success with extensive public contact with individuals, small groups and large groups.
13. Conduct complex data comparison, analysis and synthesis.
14. Attend to detail.
15. Train, supervise, evaluate and manage the performance of others performing human resources work.
16. Demonstrated flexibility and adaptability.
17. Perform with tact, patience and sensitivity.

#### **Education and Experience:**

1. Bachelor's degree from an accredited institution in a relevant discipline.
2. Increasingly responsible human resources management experience which demonstrates the attainment of competencies sufficient to successfully perform the essential functions of the position.

#### **Preferred Qualifications:**

1. Master's degree in a relevant discipline.
2. Human resources experience in public higher education.
3. SPHR certification.
4. Demonstrated higher level critical thinking, problem solving and analysis

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Office environment.
2. Variable hours including early mornings, evenings and weekends.
3. Extended periods of time sitting.
4. Local travel to and between district sites.

##### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.

6. Lifting and carrying objects up to 20 lbs.

**Mental Capabilities:**

1. Communicating and interacting with others; composing oral and written communications and reports.
2. Oral presentations.
3. Organize, concentrate, discern, and retain information.
4. Self-regulate emotion and behavior.
5. Learning and memorizing information; applying critical thinking.
6. Using devices including cell phone, computer, telephone, office equipment.

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