



**Office of Human Resources and Equal Opportunity
Administrator Job Description**

DIRECTOR, HUMAN RESOURCES

DEPARTMENT: Human Resources

LOCATION: Central Services

SALARY GRADE: A2/A3-J

POSITION SUMMARY

Under general direction, the Director, Human Resources plans, directs, and coordinates the Human Resources department's day-to-day operations including recruitment, selection, classification and compensation administration, employee relations, personnel transactions, onboarding, leave administration, records management, and human resources information systems; oversees operational service delivery, supervises assigned staff, and develops and implements efficient business processes; collaborates with Vice Chancellor and Associate Vice Chancellor, Human Resources on human resources, employee relations, strategic planning, department evaluation, and other leadership activities; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director, Human Resources is responsible for managing and directing District human resources operations and activities including participating in the establishment and execution of departmental goals, objectives, strategic plans, policies, and procedures. The Director, Human Resources is distinguished from Associate Vice Chancellor, Human Resources in that an incumbent in the latter class has districtwide responsibility for District compliance with federal and state laws and regulations and has a larger role in labor relations.

KEY FUNCTIONS and RESPONSIBILITIES

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

1. Plans, directs, and coordinates the day-to-day operations of the Human Resources Department including recruitment and selection, compensation and classification, personnel processing, personnel recordkeeping, accommodations, employee appraisal and recognition, leave administration, contract administration, and employee relations.
2. Participates in planning and directs the implementation of District personnel policies, procedures, collective bargaining agreements, and applicable laws and regulations; communicates with administrators and employees to ensure compliance and effective HR administration.
3. Plans, organizes, directs, integrates, and evaluates the work of assigned department personnel; oversees the selection, performance, evaluation, and management of assigned staff in accordance

with District human resources policies and labor contract agreements.

4. Coordinates the development, implementation, and modification of the human resources information system for the management of employee, retiree, contractor, and related HR records and documentation; directs processing of personnel transactions, new hire authorizations and employee onboarding, employee separations, and recordkeeping.
5. Develops and presents employee orientations; develops and implements comprehensive in-service training on human resources related topics, policies, and procedures; facilitates group processes for problem-solving, in-service team-building, and employee communications.
6. Partners cross-functionally with Enterprise Technology Services (ETS), institutional research, faculty, and student services to establish and implement policies, short- and long-range organizational goals, redesign human resources workflows, and improve outcomes; develops, implements, and monitors work plans to achieve department goals and objectives.
7. Directs the recruitment and selection support services for authorized vacant positions; ensures effective and efficient administration of electronic application and database systems, onboarding procedures, and related functions.
8. Manages operational budget, tracks budget expenditures, and ensures compliance and effective use of resources.
9. Assists with labor negotiations including working with Associate Vice Chancellor in drafting and presenting innovative and responsive proposals in both interest-based and positional bargaining environments; in conjunction with management and union bargaining teams, works to achieve effective resolution to negotiations issues.
10. In collaboration with the Vice Chancellor or designated management leadership, leads the design, development, and implementation of professional development programs related to human resources policies, procedures, systems, and processes.
11. Directs the classification and compensation systems, including classification studies, salary survey analysis, reclassification processes, and the development of new job descriptions and salary placement-related recommendations.
12. Assists employees and managers in leave administration; monitors and tracks compensation and leave usage; coordinates as needed with the Benefits Director on leave rights and benefits, accommodation, and workers' compensation.
13. Provides administrative support for grievance and disciplinary processes and implements approved personnel actions arising from employee relations matters.

14. Promotes a human-guided, equity-centered approach to digital innovation and advances a culture of continuous improvement, digital fluency, and adaptive change; uses data and analytics to inform strategic and operational decision making.
15. Participates in the evaluation of emerging human resources technologies for responsible, ethical, and mission-aligned adoption; ensures departmental compliance with privacy, cybersecurity, accessibility, and governance standards.
16. Prepares and presents reports on creations and changes to positions and other Human Resources department actions and activities to the Board of Trustees.
17. Serves as liaison for the District to various educational agencies and governmental units; responds to inquiries and provides confidential data and analysis as required; assists in internal and external auditing processes by providing confidential data and reports; responds to questions and retrieves documents as required in areas of responsibility or as assigned.
18. Chairs and contributes to participatory governance committees, task forces, processes, and initiatives.
19. Participates in professional development related to the assignment, including regional, state, and national workshops, seminars, training sessions, and conferences as appropriate.
20. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an accredited college or university with a bachelor's degree in human resources, business relations, law, or a related field.
2. At least five (5) years of professional experience in human resources, of which two (2) years were in a management or supervisory role; or an equivalent combination of training and experience.

Preferred Qualifications:

1. A master's or law degree is preferred.
2. Experience with human resources in a California community college.

Licenses, Certifications and Special Requirements

Possession of a valid California Driver's License or the ability to travel to various campuses and locations throughout the District.

Knowledge:

1. Principles and practices of Human Resources administration and practices in public higher education.
2. Uses and applications of Human Resource Information System technology and other productivity enhancement technology including payroll systems and NeoGov.
3. Job evaluation and classification techniques.
4. Compensation practices, methods, and techniques.
5. Principles of supervision, training, performance evaluation, and discipline.
6. Leadership, team-building, motivation, and conflict resolution principles.
7. Principles and practices of public sector, interest-based, and positional collective bargaining and labor relations.
8. Fair employment practices and recruitment and selection procedures leading to a diverse pool of qualified applicants.
9. Applicable federal, state, and District laws, rules, and regulations pertaining to human resources including applicable sections of the California State Education Code, Title 5, Fair Employment and Housing Act (FEHA), Americans with Disabilities Act (ADA), Educational Employment Relations Act (EERA), Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).
10. Board Policies, Administrative Procedures, Human Resources policies and procedures, Equal Employment Opportunity, and collective bargaining agreements.
11. Understanding and implementation of shared governance, team-building, and collaborative decision-making processes within and across division/department lines.

Skills and Abilities:

1. Plan and manage the Human Resources department's operations and workflow.
2. Work collaboratively with and provide expert advice and counsel to District management, deans, faculty, and staff to develop solutions to operational issues.
3. Effectively mediate disputes and resolve conflict.
4. Select, motivate, and evaluate staff and provide for their training and professional development.
5. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures, and practices.
6. Research and evaluate information and data used in informed decision making and reporting.
7. Demonstrate improvement in process efficiency, employee experience, and service delivery through digital innovation, cross-department collaboration, and technical innovation.
8. Communicate and present information effectively both orally and in writing to a variety of audiences.
9. Advance and use current and emerging technology including office equipment, computers, and specialized software applications, programs, and platforms.
10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

11. 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.

WORKING CONDITIONS

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees are subject to frequent public contact and interruption.

The employee may be required to travel to locations other than assigned work site, and occasional evening, holiday, and/or weekend work may be required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with limitations to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to communicate with others in person, over the phone, and electronically; work and move in a standard office and throughout campus; operate a computer and other office productivity machinery; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include the ability to read printed materials and a computer screen. Employees must have the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; and work on multiple, concurrent tasks with frequent interruptions and under intensive deadlines.

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