



Office of Human Resources and Equal Opportunity Executive Administrator Job Description

VICE CHANCELLOR, HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

DEPARTMENT: Human Resources and Equal Employment Opportunity

COLLEGE: Central Services

SALARY GRADE: A1 - 12

POSITION PURPOSE, NATURE, and SCOPE:

Under the leadership of the Chancellor and in accordance with the student success, equity, and empowerment goals of the District, the Vice Chancellor plans, organizes, directs, administers, reviews, and evaluates districtwide Human Resources programs, including: collective bargaining, grievance administration, academic and classified employment, classification, compensation, leadership and staff development, diversity/Equal Opportunity programs, benefits, retirement, and policy development; advises and counsels senior and executive administration and the Board, on policy, legal requirements, and the impact of legislation; and develops and presents policies in response to legislation and District needs.

The Vice Chancellor of Human Resources and Equal Employment Opportunity directly supervises the Associate Vice Chancellor of Human Resources, Director Director, Human Resources, Equity and Compliance, Director of Benefits, and either supervises or has oversight over all confidential and classified staff within the division.

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 harassment complaints; and overseeing department issues, such as budget, operations, and procedures.

KEY DUTIES and RESPONSIBILITIES:

The duties and responsibilities listed below are representative of the position. They are not intended to be an exhaustive list.

1. Develop and implement effective, inclusive, and equitable Human Resources policies, procedures, services, and systems.
2. Coordinate Human Resources activities to support the college community in meeting the District's mission.
3. Provide leadership to anticipate future needs of the District and prepare to meet them by understanding demographic trends within the workforce, predicting skill shortages, and planning for succession in key positions.
4. Advise the Chancellor and Board on policy and legal requirements and compliance.

5. Serve as chief advisor to the Chancellor on strategic matters related to human resources and employee relations, including personnel matters involving litigation, and in participating in strategic and long-range planning for the district.
6. Consult and work with legal counsel to ensure compliance with all relevant laws, regulations, and contractual agreements, so the District is proactive in mitigating risks and building a reputation as a responsible employer.
7. Serve as chief negotiator for the District as well as meet and confer with Administrative Management Association and Confidential employees.
8. Oversee negotiations with unions to ensure coordinated, comprehensive, positive, and collaborative negotiations consistent with District goals of mutual interest and respect.
9. Engage with all employee groups, such as Classified and Faculty Senates, to meet needs, develop programs, and respond to problems;
10. Prepare analysis (including operational and fiscal impact in collaboration with the District CBO) and present recommendations to the Board.
11. Harness data and analytics to make informed and evidence-based decisions.
12. Provide guidance to and collaborate with, the Director Equity, Employment, and Professional Development to ensure policies and procedures are in alignment with equity goals and the District's current and long-term professional development needs.
13. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education.
14. Ensure district compliance with federal equal employment opportunity regulations, Title 5 and Title IX. Oversee discrimination and harassment complaints to ensure appropriate investigation, response, and preparation of reports and recordkeeping.
15. Provide training in effective employment practices that incorporate strategies to reduce/eliminate the impact of implicit bias throughout the process; provide information and support for retention of new employees. Prepare and present reports to appropriate audiences detailing the impact of equity-focused employment practices.
16. Maximize employee engagement and retention.
17. Develop and facilitate staff development, training activities, and opportunities to ensure employees are equipped with the skills and knowledge to thrive during transitions.
18. Mediate and conciliate employee grievances; represent the District in grievance hearings; direct disciplinary actions; collaborate to ensure successful completion of supervisor/employee relations.
19. Responsible for development and implementation of complex classification systems and competitive compensation plans for all employee groups which are fiscally sound, and that substantially recognize employee contributions to the District.
20. Direct and review effectiveness of employment services including recruitment efforts, selection processes, onboarding procedures, and retention efforts of District staff.
21. Review and evaluate effectiveness of assigned staff, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; recommend operational changes to increase efficiency, effectiveness, and equity of the human resources function.
22. Provide leadership in planning and administering employee benefits program, negotiate benefit plans, features, and employee contributions, and ensure communications and implementation.
23. Provide leadership and participate on shared governance committees.
24. Ensure compliance with the District's Injury and Illness Prevention Program by maintaining a safe work environment, enforcing safe work practices, reporting and

investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

25. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Federal and state labor and employment laws and regulations including but not limited to Collective Bargaining, Title 5, Civil Rights Act of 1964 and 1991, ADA, the Education Code, Government Code, Fair Labor Standards Act, and Family Medical Leave Act and Title IX.
2. Health/welfare benefits, Worker's Compensation, and classification/compensation systems.
3. Principles of equity, inclusion, and diversity, and the provisions of equal opportunity laws and regulations.
4. Effective employment services and personnel processing operations.
5. Board policy development and implementation.
6. Effective labor relations strategies with bargaining units using collective bargaining agreements.
7. Human Resources administrative principles in education or other public agencies.
8. Mediation and conflict resolution practices and arbitration rules.
9. Budget and finance.
10. Commonly used computer software and communication media.
11. Participatory governance/decision making, consensus building and team management.
12. Modern human resource organizational structures.

Skills and Abilities:

1. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
2. Build trust among all constituents in the district.
3. Interact professionally in all situations.
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.
7. Leadership, decision-making, supervision, problem-solving, organizational, and analytical ability.
8. Presentation skills.
9. Ability to work virtually with teams.

Minimum Qualifications

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. An earned master's degree from an accredited higher education institution.
3. Five years progressively responsible experience within complex organizations (such as educational institutions, business, industry, government and/or non-profit organizations) with a strong record of achievement and proven management accomplishments related to the requirements of this position.

Preferred Qualifications

1. Master's degree or higher in Human Resources, Labor Relations, Public Administration, or related field.
2. Human resources management experience in higher education.
3. Senior Professional in Human Resources (SPHR), Society for Human Resources Management (SHRM) Certification, or other related specific human resources education and training.
4. Knowledge of federal and state educational statutes and regulations.
5. Demonstrated success in working with diverse populations.

Licenses and Certifications:

1. None

WORKING CONDITIONS:

The physical and mental demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical and mental capabilities for this position are:

Environment:

1. Virtual and in-person 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. Hear and speak 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. Sit for extended periods of time.
5. Lift and carry materials up to 20 lbs.

Mental Capabilities:

1. Apply critical thinking.
2. Communicate and interact with others; compose oral and written communications, reports, and presentations.
3. Conduct oral presentations.
4. Organize, concentrate, discern, and retain information.
5. Self-regulate emotion and behavior.
6. Learn and memorize information.
7. Use devices including cell phone, computer, telephone, office equipment.

Date Approved: February 2002.

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EEO Category: H10