

Director, Human Resources (B)
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Vice Chancellor, Human Resources, the Human Resources Director is responsible for the effective management and consistent implementation of the Human Resources (HR) program between the District and College. The HR Director supports the Vice Chancellor in the development and performance of the District's overall Human Resources program, with specific policy setting and management activities related to personnel.

Examples of Duties

General

1. Plan, organize, and direct the operations and activities related to the Human Resources function on a District-wide level.
2. Provide leadership in coordinating the activities of the District Human Resources office with each individual College to ensure compliance with all applicable laws, rules, regulations, KCCD policies, and collective bargaining agreements.

Human Resources Planning, Policies, and Procedures

1. Provide support and work closely with the Vice Chancellor in developing, implementing, and evaluating ongoing HR policies, procedures, programs, functions, and activities.
2. Provide consistent interpretation/application of HR policies and procedures across the District.
3. Provide oversight and guidance to the College Human Resources Managers, administration, and staff on all human resources matters related to recruitment, classification, compensation, employee relations and communication, staff diversity, discrimination and sexual harassment investigations, and employee development to ensure consistency with applicable laws and KCCD HR policies and practices.

Example of Duties-- Human Resources Planning, Policies, and Procedures (continued)

4. Provide accurate and consistent application of Title 5 and Education Code HR requirements across the District.
5. Identify areas of improvement and make recommendations in relation to KCCD HR policies. Creates and develops procedures and practices to ensure a consistent and effective HR program that meets the needs of the District.

Recruitment and Orientation

1. Develop District-wide policies for the Classified employees and Adjunct Faculty recruitment management processes. Coordinate and review the management of recruitment activities at the District and College levels to ensure adherence to set policies, evaluate effectiveness, and make changes/modifications as necessary.
2. Support and promote equal opportunity and affirmative action staff diversity plans, policies, trainings, and programs.
3. Develop, administer, and modify faculty and staff diversity plan; prepare reports for District, College, state, and federal agencies as required. Prepare screening committee training.
4. Develop District-wide policies for new hire orientation, including the integration of new hires in to the District system. Work in collaboration with HR colleagues in the monitor and review of new hire orientation processes and integration to ensure adherence to set policies, and evaluate effectiveness, and make changes/modifications as necessary.
5. Develop District-wide policies for the separation management processes (e.g., transfer, reassignment, and termination, etc.) of employees and faculty. Monitor and review the management of separation activities at the District and College levels to ensure adherence to set policies, evaluate effectiveness, and make changes/modifications as necessary.

Example of Duties (continued)

Employee Relations and Communication

1. Contribute to the effective management of activities related to the disciplinary action. Provide support to the Vice Chancellor in the policy setting, review, and administration of the disciplinary process, including reprimands, suspensions, demotions, and dismissals.
2. Perform contract administration, respond to classified employee grievances, and represent College management on the classified negotiations team.
3. Respond to allegations of discrimination and harassment and may conduct investigations.
4. Recommend District-wide policies related to recognition programs. Review the initiatives and activities of recognizing and appreciating employees through service awards and other recognition programs at the District and College to ensure adherence to set policies, evaluate effectiveness, and make changes/modifications as necessary.
5. Counsel and advise other HR staff on resolving employee relations issues.

Leadership Development

1. Identify leadership development needs and perform or engage others in the assessment of leadership talent.
2. Develop and implement programs to prepare individuals for leadership positions.
3. Develop and facilitate programs on other matters that impacts leadership talent within the District, such as succession management and skill alignment with the goals and objectives of a College or wider District level.

Example of Duties (continued)

Classified Employee Development

1. Recommend District-wide policies in the identification, development, and implementation of needed classified employee development.
2. Review employee development initiatives for adherence to policies, evaluate effectiveness, and make changes/modifications as necessary.
3. May develop, coordinate, and present District-wide classified and management workshops and training programs.

HR Office Administration

1. Respond to inquires and requests for information concerning HR policies, procedures, and practices.
2. Train, supervise, schedule, and evaluate the work of College Human Resources Managers.
3. Perform related duties and responsibilities as assigned.

Minimum Qualifications

- Master's degree from an accredited college/university, preferable with a major in business or personnel administration or related field (Equivalent: College-level coursework in personnel related fields and a substantial amount of senior level experience in the fields of human resources/personnel administration. Experience will be converted on the basis of two years related experience is equal to one year of education.)
- Four years of recent successful experience in human resources.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Working knowledge of human resources laws and practices. Equal Employment Opportunity (EEO), recruitment, classification, compensation, workers compensation, labor law, employee/employer relations, leadership development, employee development, collective bargaining, and conflict resolution and negotiation skills.

Ability to

- Independently provide coordination and implementation for District-wide HR policies, procedures, and activities
- Develop policies and procedures
- Organize complex processes
- Organize workflow and supervise others
- Interpret and communicate laws and District HR policies and procedures
- Gain the cooperation and support of employees at all levels of the District, to coordinate and facilitate meetings
- Analyze data and compile clear, accurate reports and other documents
- Establish and maintain effective working relationships with those contacted in the course of work.
- Apply technology in the human resources environment including knowledge of computerized HR information systems and applications.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)