

Executive Director, Labor Relations & EEO Compliance
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of an assigned supervisor, the Executive Director serves as a lead role for Human Resources; oversee day-to-day district Human Resources operations, serve as advisor to the Vice Chancellor of Human Resources; coordinate special projects, planning, project development and problem solving; liaison between HR and key internal and external constituencies; provide leadership and supervision of HR operations/staff, and performs other duties as assigned.

Examples of Duties

1. Performs supervisory activities in organizing and facilitating recruitment, classification, compensation, applicant tracking, HRIS, employee relations, and office staff; plan, organize and direct related HR activities; assist the Vice Chancellor in completing time sensitive and priority issues.
2. Participate in collective bargaining activities, including serving as lead negotiator as assigned by the Vice Chancellor.
3. Assist in Human Resources/EEO policy and procedure development.
4. Receives, investigates, prepares detailed investigative reports, and implements procedures to respond to internal and external complaints or allegations regarding unlawful discrimination, harassment, and/or retaliation, including complaints from students.
5. Plan, coordinate, review, oversee and evaluate the work of human resources staff, as assigned.
6. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommend and administer policies and procedures.
7. Oversee the preparation of job announcements, advertisements, and ensure equal opportunity hiring.
8. Organize and facilitate classification and compensation studies. Serves as a liaison between the College and District Office on issues related to classification, compensation, and benefits; aids in communicating decisions and resolving employee concerns/conflict.
9. Organize and facilitate the development/implementation of staff development programs, including succession planning.
10. Provide support and guidance to the College Human Resources Director and Assistant Directors, administration, and staff on all human resources automated systems related to recruitment, classification, compensation, employee relations, communication, and

Example of duties continued:

employee development to ensure consistency with applicable laws and KCCD HR policies and practices.

11. Provide leadership in coordinating the activities of the District Human Resources office with each individual College to ensure consistent and compliance with all applicable laws, rules, regulations, KCCD policies, and collective bargaining agreements, making sure that all the Human Resources Information Systems (HRIS) and applicant tracking are set up accordingly.
12. Update and edit web pages using a content management system; proofread and edit page content including page design layout to ensure compliance with district-wide standards and industry best practices.
13. Research and prepare statistical data, reports, and surveys; prepare institutional reports; perform human resources-related studies as directed.
14. Administer district Human Resources department budget.
15. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
16. Act on behalf of the Vice Chancellor of Human Resources as directed.
17. Perform other duties as assigned.

Minimum Qualifications

- A master's degree with emphasis in business or personnel administration or related field OR Bachelor's degree with five years of progressive management experience in a public education or equivalent government human resources office.
- Four years of recent successful experience in human resources including EEO, Title IX, recruitment, classification, human resources information systems, and/or employee relations management experience.
- Three years of supervisory 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

Knowledge of:

- Applicable State and federal laws, codes, and regulations.
- Operations, services, and activities of a comprehensive human resources program.
- Title VII and Title IX and American with Disabilities Act (ADA)
- Negotiation principles and practices.

Knowledge and Abilities continued:

- Leadership, team building, motivation, and conflict resolution principles.
- Principles and applications of recruitment and equal employment opportunity.
- Investigative techniques and report writing.
- Capabilities of modern computer applications and hardware used in the management and reporting of human resources data.
- District personnel policies and procedures.
- Oral and written communication skills.
- Principles and practices of training, supervision, and performance evaluation.

Ability to:

- Oversee and participate in the management of a comprehensive human resources management program.
- Investigate complaints and make appropriate recommendations.
- Interpret and apply provisions of Federal laws, Education Code, Government Code, Title V, Title IX, and other federal and state regulations as related to the responsibilities of the position.
- Select, supervise, train, and evaluate staff.
- Assign, schedule, and review work of others.
- Analyze and recommend solutions regarding gaps between the District Human Resources processes and current Human Resources practice.
- Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Demonstrate sensitivity to diversity, equity, inclusion, and accessibility.
- Communicate clearly and concisely, both orally and in writing on confidential and sensitive issues.
- Work independently with little direction.
- Meet schedules and timelines.

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.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

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)

R.8/2023