

# **Assistant Director, Human Resources**

## **Kern Community College District**

### **JOB DESCRIPTION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **Definition**

Under general direction of the Director, Human Resources, assist in planning, directing, managing, supervising, and overseeing assigned daily activities and operations of the District's Human Resources function including recruitment and employment, classification and compensation, performance management, training, HRIS, employee relations, and risk assessment and management; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Director, Human Resources.

#### **Examples of Duties**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned Human Resources services and activities; coordinate the day-to-day operations of assigned core Human Resources functions including recruitment and selection, equal employment opportunity and diversity compliance and administration, ADA compliance, classification and compensation, personnel processing and recordkeeping, performance management and recognition, training, HRIS, employee relations and contract administration, and risk assessment and management.
2. Assist in managing and participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures for area of assignment; recommend appropriate service and staffing levels; allocate resources accordingly.
4. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend changes; participate in directing and implementing approved changes.
5. Plan, direct, coordinate, and review the work plan for assigned functions and staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in the development and administration of the Human Resources annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments as appropriate and necessary.
8. Oversee employee data collection, analysis; and reporting; supervise the input of data to ensure its integrity and accuracy; ensure effective and efficient administration of electronic application and database systems; participate in evaluating and assessing the District's Human Resources Information System (HRIS).

### Example of Duties, continued

9. Participate in the development of innovative and responsive labor negotiation proposals relating to classified and faculty collective bargaining.
10. Implement the District's Equal Employment Opportunity and Diversity Plans in the administration of human resources policies, procedures, services, and programs including recruitment and selection and compliance with ADA and FMLA.
11. As assigned, direct and manage Human Resources operational functions and activities related to academic employees including minimum qualifications for faculty and administrative staff, faculty salary step placements, faculty tenure review process, faculty contracts, faculty equivalency requirements, faculty seniority, and other issues as required.
12. As assigned, direct and manage classification reviews for classified and supervisory positions including classification studies, salary survey analysis, and the development of compensation and salary placement recommendations.
13. As assigned, direct and manage the administration of employee leaves of absence programs; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and administrative regulations; oversee the maintenance of databases including FMLA and family illness database.
14. As assigned, develop and deliver training courses on a wide variety of topics in collaboration with appropriate campus and District administrators; identify training needs.
15. As assigned, monitor and coordinate the reporting, maintenance, training, supervision, and coordination of the District's risk assessment and risk management strategies and programs.
16. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
17. Provide responsible staff assistance to the Director, Human Resources; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to human resources programs, policies, and procedures as appropriate; prepare and present staff reports and other necessary correspondence.
18. Serve as a liaison for Human Resources to other departments, divisions, and outside agencies including staff, faculty, students, union representatives, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies; provide clear articulation of District personnel policies, procedures, collective bargaining agreements, and applicable laws and regulations; exchange policy and procedural information; negotiate and resolve issues.
19. Provide accurate and consistent application of Education Code and Title 5 human resources requirements across the District.
20. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
21. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources; incorporate new developments as appropriate.
22. Respond to and resolve difficult and sensitive inquiries and complaints.
23. Perform related duties as required.

## Minimum Qualifications

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources management, personnel administration, business or public administration, industrial/labor relation, or a related field. A Master's degree is desirable.

**Experience:**

Five years of increasingly responsible human resources experience including two years of management and administrative responsibility. Experience in the public sector is desirable.

**License or Certifications**

Possession of a Professional in Human Resources (PHR) Certification is desirable.

## Knowledge and Abilities

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive human resources program.
- Principles, policies, and practices of human resources management including recruitment and selection, classification and compensation, benefits management, risk management, workers compensation, employee/labor relations, and employee and organizational development.
- Methods and techniques of collective bargaining and labor relations.
- Negotiation principles and practices.
- Conflict resolution principles.
- Principles and applications of recruitment and equal employment opportunity.
- Operational characteristics of human resource information systems.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating human resources management including labor laws.

**Ability to:**

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas.
- Analyze and assess programs, policies, and operational needs and make recommendations for adjustments and changes; implement approved changes.
- Prepare and administer budgets.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, and clear oral and written reports.
- Participate in the administration of the Human Resources Information System.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## Working Conditions

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

## Status/Rationale

This is a Classified Administrator position.

## Signature/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)