

Vice Chancellor, Human Resources
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Chancellor, the Vice Chancellor, Human Resources is responsible to plan, organize, coordinate, and direct the District's comprehensive human resources management and employee relations program; negotiate, interpret and assure compliance with collective bargaining agreements and various State and federal laws, codes, rules, and regulations related to human resources; oversee staff development programs; develop and implement automated human resources information system (Banner); supervise and direct District payroll, workers compensation and benefit operations and programs.

Examples of Duties

1. Plan, organize, coordinate and direct the District's human resources and employee relations programs and services; develop, implement and document policies and procedures to effectively manage academic and classified personnel; assure compliance with State and federal laws and regulations, collective bargaining agreements, Board policies, and regulations.
2. Plan and coordinate the recruitment and selection of all District employees; develop recruitment guidelines and processes to ensure affirmative action, equal opportunity and diversity in the appointment, promotion, transfer, reassignment, retention and termination of employees; assure the fair, consistent, efficient, and objective interpretation and application of human resources policies and procedures.
3. Plan, organize and direct the District's affirmative action and staff diversity officer; compile and analyze related data and prepare reports; review data to evaluate the effectiveness of employment practices including targeted recruitment and executive searches; monitor the adherence of the District hiring process according to diversity guidelines and to evaluate appropriate modifications to the Faculty and Staff Diversity Plan; receive, investigate, administer, and assist in resolving complaints regarding discrimination and sexual harassment.

Example of Duties (continued)

4. Plan, organize, and administer the District's payroll department operations and staff; coordinate payroll activities with other departments and communicate with a variety of offices to ensure accuracy and completion; ensure adherence to established schedules for accurate and timely data entry, verification and payroll warrant issuance for all regular and hourly employee's; administer a program of authorized and approved payroll deductions for mandatory and voluntary payments, to include wage garnishments and over/under payments of District wages; administer the District program to ensure accurate payment for additional assignments, stipends, and longevity increments to eligible employees; manage and direct collection and reporting of employee mandatory deductions, payments, and adjustments to California retirement systems for employees, alternate retirement plans for non-regular personnel to ensure accurate computation of benefits; monitor compliance with legislative changes and District collective bargaining agreements and recommend procedural changes as necessary.
5. Serve as the Chief Negotiator for the District in collective bargaining with employee organizations. Plans, organizes, directs, and participates in collective bargaining negotiations with employee organizations and processes in accordance with policy direction from the Chancellor and the Board of Trustees; prepare and evaluate proposals and responses to employee organization proposals; discuss negotiation strategies with the Chancellor, Board of Trustees, and District administrators; communicate with District and College management regarding contract changes and advise and collaborate with District negotiating team members.
6. Interpret, monitor, and assist with compliance of collective bargaining agreements; conduct meetings with employee organization representatives to discuss issues related to contracts and to resolve issues involving employee relations or contractual interpretations or disputes, including the grievance process; develop and promote employee relations practices to maintain positive employer-employee relations.
7. Administer the discipline process including reprimands, suspensions, demotions, and dismissals; coordinate related hearings; administer the employee formal and informal grievance procedures; in consultation with affected administrators, conduct and/or direct investigations and hearings as appropriate; serve as hearing officer, coordinate with legal counsel and make recommendations to the Chancellor and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution.
8. Direct the contracting and administration of employee health and welfare benefit programs to include medical, dental, vision, life, and disability plans for eligible personnel; evaluate and make recommendations for plan modifications, alternate providers and benefit structure; assure compliance with applicable laws and policies; direct the administration of the District's COBRA benefit program; administer the District's workers compensation benefit program; serve as

Examples of Duties (continued)

chairperson of the District Health and Welfare Benefits Committee to facilitate communication and education of employee organizations.

9. Develop and maintain a comprehensive classification plan for positions within the District; conduct studies related to compensation, benefits, and classification of positions in the District; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; gather, analyze, and interpret compensation and benefits data.
10. Plan, develop, and administer the annual budget for the Human Resources Department; review, analyze, and make recommendations on budget and financial data; monitor, control, and authorize expenditures in accordance with established District and department budget procedures; maintain appropriate records and documentation according to District purchasing policies and procedures.
11. Plan, organize, and administer the preparation and maintenance of personnel records, files, and data as required by State and federal laws and regulation, as well as District policies and procedures; develop appropriate records storage and retention systems and schedules; assure adequate documentation related to employee selection, promotion, and separation.
12. Select, assign, orient, train, supervise, counsel, discipline, and evaluate, according to prescribed schedules, the performance of direct subordinates; appropriately delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance of assigned personnel; plan, coordinate, and arrange for appropriate training of department personnel.
13. Evaluate, recommend, and implement techniques to improve department policies and practices, increase efficiency and keep abreast of current trends and practices in the field of community college human resources administration.
14. Represent the Human Resources Department at Board of Trustees meetings and present verbal and written information as required; provide technical expertise, information and assistance to the Chancellor; communicate with other District administrators, personnel and contractors to coordinate activities, programs and services, resolve issues and conflicts and exchange information; work cooperatively as a member of the District management staff toward the achievement of its goals and objectives; provide leadership consistent with the mission and function of the District.
15. Lead or participate in District or College committees, initiatives, teams, or ad-hoc groups; responsible and accountable for completion of assigned tasks when serving on such groups.

Examples of Duties (continued)

16. Recommend, plan, design, and implement training sessions for employees throughout the District organizational structure and geographic location as needed; plan, schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions.
17. Plan, organize, prepare, or direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; plan, organize, and present a variety of written and oral reports to the Board of Trustees, Chancellor, District Management Team, and other District constituent groups.

Minimum Qualifications

- Master's degree in a field or subject area that reasonably relates to the skills, knowledge, and abilities required for the successful completion of the position job duties and responsibilities. (Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a certified U.S. credential review service.)
- Five years of varied and increasingly responsible human resources management experience, including collective bargaining. Public educational or public sector experience is desired.
- 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:

- Principles and practices of human resources management, including recruitment, classification, and compensation and collective bargaining in the public sector.
- State and federal laws and regulations related to human resources management, collective bargaining and community college administration.
- Negotiation techniques and collective bargaining processes.
- Human resources information systems functions and operations.
- Wage and hour administration.
- Techniques and legal mandates pertaining to recruitment, selection, employee classification, and records management.
- Principles of administration, supervision, performance evaluation and training.
- Principles and practices of budget preparation and administration.
- Progressive discipline procedures and documentation.
- Strategic planning
- Oral and written communication skills.

Knowledge and Abilities (continued)

- Interpersonal skills including tact, patience, and diplomacy.

Ability to:

- Provide leadership in human resources areas including recruitment, selection, affirmative action, equal opportunity, compensation and benefits, collective bargaining, grievance and discipline procedures, performance appraisal, and records management.
- Plan, organize, coordinate, and direct the District's personnel management and employer-employee relations programs and activities for academic and classified personnel.
- Interpret, apply, and explain complex policies and legal requirements.
- Provide technical expertise and assistance to District personnel regarding assigned functions.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate employee performance of department personnel.
- Plan, negotiate, and implement collective bargaining agreements.
- Participate in and manage the development and implementation of a complex human resources information system.
- Assure the accurate and timely preparation, maintenance and retention of personnel files, data, reports, and documentation.
- Prepare and present comprehensive written and verbal reports and recommendations in a professional and effective manner.
- Assure the integrity of District human resources systems and functions.
- Establish and maintain effective and cooperative working relationships with others, including people of diverse socioeconomic, cultural, ethnic and disability backgrounds.

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
Occasional—25-50 percent = 2

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

Working Conditions (continued)

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)