

**Director, Human Resources Operations**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under direction of the Vice Chancellor, Human Resources or assigned supervisor, plans, directs, manages, supervises, and oversees the daily activities and operations of the District's Human Resources office functions including recruitment and employment, classification and compensation, training, District-wide safety and disability programs, and HRIS.; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Vice Chancellor, Human Resources.

**Examples of Duties**

1. Performs supervisory activities in organizing and facilitating recruitment, classification, compensation, ADA compliance, applicant tracking, HRIS, and office staff; plan, organize and direct related HR activities; assist the Vice Chancellor in completing time sensitive and priority issues.
2. 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; recommend appropriate service and staffing levels; allocate resources accordingly.
4. Assess and monitor workload of assigned personnel, administrative and support systems. identify opportunities for improvement; direct and implement 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 assigned staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate assigned staff professional development; work with assigned staff 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. Provide leadership and 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; evaluate and assess the District's Human Resources Information System (HRIS).

9. Promote and 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.
10. Participate in classification reviews for classified and supervisory positions including classification studies, salary survey analysis, and the development of compensation and salary placement recommendations.
11. Participate in 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.
12. Participate in the participatory governance system; collaborate on a variety of institutional issues including employee relations, human resources administration, union relations, new employee programs, collective bargaining agreements, and related human resources topics.
13. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
14. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
15. Provide responsible staff assistance to the Vice Chancellor, Human Resources; conduct a variety of organizational studies, and operational studies; recommend modifications to human resources programs, policies, and procedures as appropriate; prepare staff reports for submission as an agenda item for approval at Kern Community College District's Board of Trustee's monthly meetings.
16. 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; resolve sensitive and controversial issues.
17. Provide accurate and consistent application of Education Code and Title 5 human resources requirements across the District.
18. Serve as staff on a variety of committees as assigned.
19. 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.
20. Respond to and resolve difficult and sensitive inquiries and complaints.
21. Perform related duties as required.

## Minimum Qualifications

- 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 highly desirable.
- Three years of recent successful experience in human resources including EEO, recruitment, classification, and/or human resources information systems.
- Two 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:

- Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency including the California Education Code.
- Applicable state and federal laws, codes, and regulations.
- 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, and employee and organizational development.
- Title VII and Title IX and American with Disabilities Act (ADA)
- Leadership, team building, motivation, and conflict resolution principles.
- Effective oral and written communication skills.
- 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.

(Knowledge and Abilities continued)

Ability to:

- Oversee and participate in the management of a human resources program at the District Human Resources Office.
- 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.
- Oversee, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate assigned staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Formulate and conduct presentations to employees, supervisors, and managers.
- Participate in the preparation and administration of department budget.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, and clear oral and written reports.
- Provide leadership in the administration of the Human Resources Information System.
- Delegate authority and responsibility.
- 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.
- Represent the college in a professional manner.
- 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 collaborative and effective working relationships with those contacted in the course of work.

## **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—above 76 percent = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	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.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**Status/Rationale**

This is a classified administrator position.

**Signatures/Approval**

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

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

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

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

R: 1/2025