

PERALTA COMMUNITY COLLEGE DISTRICT - March 4, 2010

CLASSIFIED MANAGEMENT JOB DESCRIPTION

VICE CHANCELLOR FOR HUMAN RESOURCES AND EMPLOYEE RELATIONS

(Executive Salary Range)

Job Code: 731

CLASS PURPOSE

Under the direction of the Chancellor, the Vice Chancellor for Human Resources is responsible to plan, organize, coordinate, and monitor the daily operations of the Peralta Community College District's comprehensive human resources management and employee relations program for administrative, academic and classified personnel; and provides technical assistance in the area of human resources to all District administrators, Governing Board and staff. The Vice Chancellor for Human Resources has oversight responsibility for the human resources function at all four colleges within the Peralta Community College District.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

General

- Interpret, implement, recommend, and develop human resources policies, regulations, and practices; and facilitate the development of other District policies and regulations. Confer with legal counsel in providing advice and counsel to the District regarding personnel matters. Research and report on pending and recent legislation that may impact human resource policies, procedures and operations. Ensure compliance with state and federal laws.
- Develop and monitor department financials and division budgets.
- Serve as custodian and supervise the maintenance of official personnel records and employment contracts. Manage the human resources information system (HRIS). Utilize a variety of software systems to research, develop, prepare, modify and retrieve statistical, financial and narrative data for reports and presentations.
- Contribute to the District strategic planning process and the accreditation process. Report on staffing, succession planning and personnel transitions.
- Direct the administration of the employee benefits program.

Employment

- Direct the recruitment, selection, orientation and retention of District personnel; monitor procedures and practices for compliance with established hiring policies and affirmative action guidelines; coordinate and approve processes and materials.
- Provide leadership to human resource operations including the employment, promotion, transfer, termination and reduction-in-force processes for District personnel.

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- Provide promotion, direction, implementation, and coordination of District diversity efforts including compliance with equal opportunity and Title V regulations. Respond to employee-related litigation, discrimination and sexual harassment complaints.
- Develop, execute and monitor administrative employment contracts for all District management positions prior to a management hiring.

Employee and Labor Relations

- Serve as Chief Negotiator representing the District in developing and negotiating collective bargaining agreements for academic and classified bargaining units, overseeing and facilitating implementation of the agreements. Confer with the Governing Board and senior management regarding analyses, costs, pending changes and legal compliance.
- Oversee the District's grievance process. Mediate and conciliate employee grievances, represent the District in grievance hearings, direct disciplinary actions, and intervene in supervisor/employee relations' problems.
- Coordinate exit interview process. Develop a plan and manage efficient data accumulation of exit survey information and analyze information to determine gathered from employees have exited the District.

Performance Management and Professional Development

- Develop and implement policies and procedures for the annual employee evaluation process, including establishing a tracking system appropriate for Governing Board review. Exercise oversight responsibility of the employee performance process, ensuring professional and objective evaluations are completed annually on schedule, and assisting supervisors and managers in the effective preparation and execution of annual evaluations with their subordinates.
- Provide oversight of the faculty evaluation process in coordination with the Vice Chancellor of Educational Services, including monitoring the effectiveness of Board Policy 3.31 Student Evaluation of Instructor. Maintain a copy of the faculty evaluation in the employees' personnel file.
- Create and implement human resource work plans and performance standards. Assign, evaluate, and provide development opportunities to HR staff, establish standards of performance and methods of operation, assign and monitor work loads and projects.
- Assist in the creation of professional development training activities for all levels of staff within the District. Assist the District in implementing organizational change strategies to promote new programs, operations and initiatives. Provide leadership and participate in shared governance committees.

Classification and Compensation

- Develop, implement and maintain complex classification systems and competitive compensation plans for all employee groups that are fiscally sound, and that substantially recognize employee contributions to the District. Provide oversight and direction of comprehensive salary surveys. Analyze information, render reports and make recommendations.
- Exercise oversight in the development of position descriptions, including staffing design and position control, desk audits and reclassification procedures. Ensure District-wide hires,

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reclassifications and new positions conform to comparable internal and external duties and qualifications.

- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Combination of experience and education equivalent to:
 - Master’s degree from an accredited college or university in human resources, public administration, business administration or related field; plus five years of increasingly responsible experience in HR administration, preferably in a higher education institution;

OR

- Bachelor’s degree from an accredited college or university in human resources, public administration, business administration or related field; plus ten years of increasingly responsible experience in HR administration, preferably in a public service agency or higher education institution.
2. Demonstrated skill in respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups, ethnicities and abilities.
 3. Current experience in a majority of the Human Resources core competencies (employment policies, procedures and current statutes; budgeting; position classification; recruitment/selection procedures; collective bargaining; fringe benefits management; Equal Employment Opportunity policies and procedures; employee training; performance evaluation; employee reward and disciplinary procedures; complaint investigation, resolution and reporting.)
 4. Recent experience in the use and promotion of computer technology to implement efficient office processes; set up and maintain a variety of confidential and other data; and to produce correspondence, spreadsheets; statistical, financial, and narrative reports; and presentations. PeopleSoft HRIS experience highly preferred.
 5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge, interpretation and application of bargaining unit memorandums of understanding (MOU), Education Code, Government Code, Title 5, Title IX, ADA, COBRA, FMLA, FLSA, HIPAA, EEOC, and the Civil Rights Act
- Knowledge of organizational development, strategies, and processes
- Knowledge of higher education human resource management, preferably in a multi-college district in California

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- Labor relations experience with large, well-established bargaining unions. Training and/or experience in interest-based (or similar alternative system) bargaining principles and implementation
- Skilled in applying human resources and management principles
- Ability to communicate effectively orally, including public speaking; and in written communication, including composition and preparation of complex reports
- Ability to analyze situations accurately and adopt an effective course of action, meeting required schedules and timelines
- Ability to establish and maintain cooperative working relationships with faculty, staff, students and others contacted in the performance of duties

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13