

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### VICE PRESIDENT, HUMAN RESOURCES & EMPLOYEE RELATIONS

AD Salary  
Column I

#### GENERAL DESCRIPTION:

Under the direction of the Superintendent/President, the Vice President of Human Resources is responsible for planning, organizing, directing and supervising an equitable comprehensive human resources program, including: negotiations with various collective bargaining units; broad recruitment and selection; classification and pay; employee-employer relations; benefits; unemployment; equal employment opportunity; risk management; payroll; staff development; and recordkeeping; assuring compliance with applicable District policies and procedures, state and federal laws, codes and regulations; and supervising and evaluating the performance of assigned staff.

#### DUTIES AND RESPONSIBILITIES:

(E) = denotes essential duties of the position

- Plan, organize and administer the district Human Resources operations. (E)
- Ensure the District's compliance with applicable laws, District policies and procedures, and collective bargaining agreements. (E)
- Direct and supervise the Director of Payroll, Director of Human Resources, and Director of Risk Management. (E)
- Develop and interpret equitable and inclusive policies and procedures for recruitment, testing, screening, interviewing, evaluation, compensation, training and termination of employees. (E)
- Provide professional advice and counseling to employees regarding rights, classification, benefits, privileges and responsibilities. (E)
- Serve as Chief negotiator and/or assist in negotiations with the classified and faculty bargaining units and administer labor contracts between the District and designated bargaining units. (E)
- Provide and maintain an effective, inclusive, equitable and fair employment practices program. (E)
- Administer the classification and salary programs including development and maintenance of job descriptions. (E)
- Oversee the personnel management information systems and assure security and privacy of personnel data. (E)
- Direct the administration of programs and services such as leaves, unemployment insurance, benefits, workers' compensation, and retirement. (E)
- Coordinate all aspects of the District's Equal Employment Opportunity plan. (E)
- Respond to allegations of discrimination and harassment with appropriate investigations, interventions, mediations and/or remedies. (E)
- Direct preparation of reports, correspondence, bulletins, handbooks, and manuals. (E)
- Train managers and supervisors regarding District policies and procedures, and collective bargaining agreements. (E)
- Provide general orientation, training and ongoing professional development to District employees. (E)
- Direct the preparation of the annual budget for the Human Resources office and supervise its implementation and maintenance. (E)
- Direct the preparation of reports, correspondence, and bulletins. (E)
- Ensure timely completion and submission of required state and federal reports related to Human Resources. (E)
- Perform other related duties as assigned by the President.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION & EXPERIENCE:**

- Master's degree in personnel/human resources management, business, public administration, or related field from a college or university accredited by the U.S. Department of Education or the Council on Postsecondary Accreditation.
- One (1) year of formal training, internship, or leadership experience reasonably related to the human resources.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **PREFERRED QUALIFICATIONS:**

- Five (5) years of increasingly responsible experience in personnel human resource management, with at least three (3) years at the vice president, dean, director or equivalent supervisory level.
- Three (3) years of successful personnel management experience working in an educational setting.
- An earned doctorate in a related field from a college or university accredited by the U.S. Department of Education or the Council on Postsecondary Accreditation.
- A passion for the pursuit of DEIA principles in the organization.
- Proven and demonstrated success in employee development and conflict resolution.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

- None.

### **KNOWLEDGE OF:**

- The California Community College mission, its educational and financial issues, the laws and regulations of California, and the changing role of Community Colleges.
- Principles and practices of strategic planning, and strong fiscal management linking resource allocations to planning and priorities.
- Leadership methods for fulfilling the comprehensive community college mission, the Vision for Success Goals and DEIA principles, especially as that mission relates to the role played by the Student Services programs.
- Principles and practices of Human Resources management in public higher education, including employee-employer relations, and recruitment techniques and strategies.
- Participatory governance philosophy and practices for California Community Colleges.
- Basic principles and practices of organizational improvement, equity and culture change.
- Principles and practices of sound business communication, both oral and written.
- Principles and practices of supervision and management that promote inclusivity, equity, and teamwork, including the ability to train, motivate, and evaluate staff.
- Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
- Principles, practices, methods and concepts used in public agency contract administration.
- Trends, developments and application of human resources technologies including employee records, human management information systems and payroll technologies.
- Organizational planning and budgeting methods and practices.
- Research methods and analysis techniques.

- Supervisory principles and practices, including conflict resolution skills.
- Applicable state and federal employment related laws, codes, rules and regulations.
- Equal Employment Opportunity (EEO) regulations.
- Human Resources data analysis.
- Job evaluation, compensation and classification practices, methods and techniques.
- Oral and written communication skills.
- Principles and techniques of labor relations and collective bargaining.
- Board Policies, Administrative Procedures, and collective bargaining agreements application.
- California Education Code, Government Code, and California Code of Regulations.
- A commitment to participatory governance, consensus building, and a team approach to supervision.
- Building community leadership and service.
- Effective supervision, management, and evaluation of the work of others.

#### **ABILITY TO:**

- Provide expert professional assistance to the President and other District executives and managers in areas of assigned responsibility.
- Plan and direct activities of the Human Resources and Employee Relations.
- Direct the effective and consistent implementation of regulations, guidelines, policies and procedures applicable to areas of responsibility and to ensure compliance requirements are met.
- Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and accounting principles, including District and Board of Trustees policies.
- Define complex and strategic issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Work collaboratively with District executives and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Analyze, negotiate and administer contracts.
- Analyze and make sound recommendations on complex personnel issues and ensure the interests of the District and its stakeholders are protected.
- Anticipate and respond to the needs of employees and the community, changing demographics and organizational needs.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Work collaboratively across campus constituent groups as well as community groups and organizations.
- Develop and implement appropriate procedures and controls.
- Define, review, evaluate and strategically target student success, access, and completion.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Prepare, execute, and administer a comprehensive budget utilizing a computerized budget system.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with external stakeholders.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

- Ability to perform with tact, patience and sensitivity.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Work independently with little direction.

## **WORKING CONDITIONS**

### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervises the Office of Human Resources and Employee Relations and the department directors.

Oversees the following service areas: Human Resources and Employee Relations, Risk Management and Payroll.

### **CONTACTS:**

Administrators, staff, students, vendors, government agencies, public and community members and co-workers.

**PHYSICAL EFFORT:** (The physical and mental demands described here are representative of those employees may need to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

- Requires the ability to exert some physical effort, such as walking, standing and light lifting.
- Ability to operate office equipment.
- Tasks require extended periods sitting and at a keyboard.
- Employees are frequently required to walk and stand.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORKING ENVIRONMENT:**

- Normal office environment.
- The employee is required to travel to locations other than assigned work site and may be required to work evenings and weekends.