



Office of Human Resources & Employee Relations  
**ANNOUNCEMENT OF ADMINISTRATIVE POSITION**

**POSITION:** Assistant Superintendent/Vice President Human Resources Full time, 12 months

**SALARY/BENEFITS:** Administrative Salary Schedule D, Column I, \$155,947.24 - \$185,366.30/ann. (8 step)

- \$1,800/annually for an earned doctoral degree

**The District's Fringe benefit package includes:**

- Medical, dental and vision insurances
- Individual life insurance and income protection policies
- Eligibility for enrollment in State Teachers Retirement System (STRS)

**DEADLINE:** September 10, 2019

**START DATE:** January/February 2020

**GENERAL DESCRIPTION:**

Under direction of the superintendent/ President, the Vice President is responsible for planning, organizing, directing and supervising a comprehensive human resources program, including 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:**

- Plan, organize and direct the operations and activities related to all District personnel.
- Ensure the District's compliance with applicable laws, District policies and procedures, and collective bargaining agreements.
- Develop and interpret policies and procedures for recruitment, testing, screening, interviewing, evaluation, compensation, training and termination of employees.
- Provide professional advice and counseling to employees regarding rights, classification, benefits, privileges and responsibilities.
- Assist in negotiations with the classified and faculty bargaining units (may serve as chief negotiator) and administer labor contracts between the District and designated bargaining units.
- Provide and maintain an effective and fair employment practices program.
- Administer the classification and salary programs including development and maintenance of job descriptions.
- Oversee personnel management information systems and assure security and privacy of personnel data.
- Direct the administration of programs and services such as leaves, unemployment insurance, risk management, workers' compensation, and retirement.
- Coordinate all aspects of the District's Equal Employment Opportunity plan.
- Direct and supervise the payroll department.
- Respond to allegations of discrimination and harassment with appropriate investigations and remedies.

### **DUTIES (continued):**

- Direct preparation of reports, correspondence, bulletins, handbooks, and manuals.
- Train managers and supervisors regarding District policies and procedures, and collective bargaining agreements.
- Provide general orientation and training to District employees.
- Direct and /or administer training on safety, injury and illness prevention program and other plans.
- Direct the preparation of the annual budget for the Human Resources office and supervise its implementation and maintenance.
- Complete required state and federal reports related to Human Resources.
- Perform other related duties as assigned by the President.

### **EDUCATION AND EXPERIENCE:**

- Master's degree in personnel/human resources management, business, public administration, or related discipline from a regionally accredited college or university.
- Five years of increasingly responsible experience in personnel human resources management.
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS:**

- Three years of personnel management experience working in and educational setting.
- Knowledge of California Education code, Government Code, and California Code of Regulations.
- Knowledge of federal and state codes related to human resources and employee relations.
- Experience with collective bargaining.

## APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by 6:00pm on the deadline date in order to continue in the application process for this position.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College **Administrative Application** Form.

Please do not state "See Resume" on any part of the application. Blank spaces or illegible entries may be caused for rejection of the application. The District will not return materials submitted.

2. A letter of intent addressing your interest and qualifications for this position.
3. A personal resume or curriculum vitae.
4. Three signed letters of Recommendation from individuals having knowledge of your professional experience none dated more than one year prior to the closing date. No letters will be accepted via fax or email.
5. Transcripts: If college-level coursework or a degree is required in the job announcement under "Education and Experience":
  - Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - No copies of degree/diplomas will be accepted as proof of college education.
  - Official documents will be required if the candidate is offered the position.
  - Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluations service.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.**

**Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**AVC is an equal opportunity employer.**