



RN17-138

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION: **DIRECTOR, HUMAN RESOURCES** **Full time, 12 months**
(Human Resources)

WORK SCHEDULE: **Monday – Thursday: 8:30am – 6:00pm**
Fridays: 7:30am – 11:30am (9/4 work schedule)
(Hours not to exceed 40 hrs. per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: **Range 35, \$7,719.56/mo. + benefits**

DEADLINE EXTENDED: **October 22, 2018**

ANTICIPATED START DATE: **November/December 2018**

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, the Director of Human Resources, plans, organizes and directs the performance of a wide variety of human resources management functions, including but not limited to, human resources day-to-day operations; recruitment and selection processes; classification and compensation; employee relations; benefits administration; leave coordination; time and attendance; compliance with federal and state laws, District policies and procedures; and promotes positive employer-employee relations. In addition, the Director of Human Resources will take the lead role with the District's Equal Employment Opportunity (EEO) program.

This position works closely with supervisory personnel in the payroll office to ensure that all employees are paid in accordance with the terms and conditions of the respective contract and agreements and state and federal laws and regulations in a timely and efficient manner.

This is a classified management position and is overtime exempt.

REPRESENTATIVE DUTIES: (E) = denotes essential duties of the position

- Plan, organize, direct, and manage the human resources activities and operations of the District in accordance with federal, state, and District policies and procedures, and collective bargaining agreements. (E)
- Train, supervise, and evaluate the work performance of assigned staff, including workflow and proper cross-training of assigned staff. (E)
- Provide consultation and technical expertise to District employees regarding human resources operations and activities. (E)
- Oversee the employee recruitment and selection processes, and the administration of compensation, District benefits, and leave accounting. (E)
- Oversee the employee performance evaluation process. Provide advice to management personnel in preparing evaluations as necessary. (E)
- Establish, maintain, and recommend policies and procedures for the assigned area(s); communicate with District employees regarding human resources policies, procedures, and activities. (E)
- Ensure district compliance with Title 5 and EEO rules and regulations applicable to recruitment and selection.
- Ensure district compliance with the Affordable Care Act and annual reporting requirements. (E)
- Maintain and analyze district workforce and applicant pools for the purpose of evaluating the District's progress in implementing the Equal Employment Opportunity (EEO) Plan. (E)
- Assist the Vice President in the planning and directing of the District's EEO program. Investigate complaints of discrimination under District, federal and state procedures as assigned. (E)

REPRESENTATIVE DUTIES: (Continued)

- Assist the Vice President in identifying, developing, and implementing technology initiatives to ensure all areas of Human Resources operations are efficient, accurate and provide quality services. (E)
- Participate in college-wide planning including assessment of human resources processes. (E)
- Assist the Vice President in preparing strategic plans, program reviews, the educational master plan and other plans and reports. (E)
- Recommend changes and oversee the implementation of new processes to meet operational requirements. (E)
- Assist management personnel in the administration of collective bargaining agreements, resolution of personnel issues, grievances, disciplinary action and other personnel matters. (E)
- Assist the Vice President in managing, implementing and maintaining the District's classification system, including salary and classification studies, implementation of salary schedules, classification review, development and maintenance of job descriptions and position control. (E)
- Direct the preparation of and response to reports, studies and inquiries from external organizations, local, state, and federal agencies. (E)
- Oversee the maintenance of human resources records in the various electronic data processing systems. (E)
- Plan, organize, and administer the preparation and maintenance of personnel records, files and data as required by federal, state laws and regulations. (E)
- Participate in shared governance committees. (E)
- Represent the district at meetings and conferences on matters relating to equity, diversity and equal employment opportunity programs. (E)
- Administer online education and maintain database for employee mandatory training pursuant to legal requirements. (E)
- Participate in collective bargaining. (E)
- Perform other duties as assigned.

KNOWLEDGE OF:

- Principles and practices of Human Resources management in public higher education, including employee-employer relations, and recruitment techniques and strategies.
- 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 information systems technology and 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.
- Organizational planning methods and practices.

ABILITY TO:

- Interpret and apply state, federal employment related laws and regulations.
- Implement recruitment, employment, and EEO programs and plans.
- Establish and maintain effective working relationships with district employees and members of the community.
- Apply leadership, team building, motivation and conflict resolution principles.
- Direct the maintenance of a variety of reports, records, and files.
- Demonstrate a capacity to find solutions and resolve problems in a timely manner.
- Develop and implement related policies and procedures.
- Train, supervise, and evaluate assigned staff.
- Collect, investigate and analyze data and prepare clear and concise reports.
- Work effectively under pressure with multiple responsibilities and projects.
- Communicate effectively both orally and in writing.
- 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.

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: a bachelor's degree in business administration, public administration, human resources, or a related field.
- Four years of progressively responsible experience in human resources, of which at least one year must be in management positions, or the equivalent combination of experience and education, leading/supervising a functional area of a human resources department.

DESIRED QUALIFICATIONS:

- Possession of a Master's degree from an accredited college or university in Human Resources management, Organizational Development, Public Administration, Industrial/Labor Relations or a closely related field.
- Familiarity with the functions of an integrated HRIS system, such as Banner, NEOGOV, Argos, or similar Human Resource database system in an education environment.
- Working knowledge of the provisions in the following regulations and guidelines as they pertain to Human Resources administration in California Community Colleges: California Education Code, and California Code of Regulations, Title 5.
- Human resources administration experience involving the interpretation and application of the provisions of one or more collective bargaining unit agreements.

ENVIRONMENT:

Office environment

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Mon-Thurs 7:30am-6:00pm and Fri 7:30am-11:30am.

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

1. A completed and signed Antelope Valley College *Confidential, Management, Supervisory Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts of ALL college work that supports and substantiates the requirements of this position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish the application file).
 - i. No copies of degree/diplomas will be accepted as proof of college education.
 - ii. Official documents will be required if the candidate is offered the position.
5. The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site 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.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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.

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.

AVC is an equal opportunity employer