



**ANTELOPE VALLEY COLLEGE**  
invites applications for the position of:

## **Assistant Superintendent/Vice President of Human Resources**

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**SALARY:** \$13,255.52 - \$15,756.14 Monthly

**DEPARTMENT:** Human Resources

**OPENING  
DATE:** 07/15/21

**CLOSING  
DATE:** 09/29/21 11:59 PM

Administrative Salary Schedule AD, Column I, \$159,066.27 - \$189,073.73/annually (8 step salary schedule) • \$1,800/annually for an earned doctoral degree. The District's Fringe benefit package includes: • Medical, dental, vision and life insurances • Eligibility for enrollment in CalPERS reciprocity for CalSTRS members

Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

January 1, 2022

Cover Letter, Resume, Transcripts for all Degrees, Two Letters of Recommendation

### **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.

### **REPRESENTATIVE 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.
- 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.

## **MINIMUM QUALIFICATIONS:**

### **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 an 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.

## **OTHER INFORMATION:**

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### **EQUAL OPPORTUNITY EMPLOYER:**

*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.*

**Annual Security Report** is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

#### **SUPPLEMENTAL INFORMATION**

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

#### **APPLICATION INSTRUCTIONS - PLEASE READ**

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
  - **This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.**
  - **All out of the country transcripts must be evaluated prior to submitting them with applications.**
    - **Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.**
  - **If letters of recommendation are required, letters must be current within two (2) years, signed and dated from individuals having knowledge of your professional experience.**
  - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
  - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have any questions or need assistance please contact the Human Resources Office  
(661)722-6311

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K  
Lancaster, CA 93536  
(661) 722-6300  
(661) 722-6311

[apatin@avc.edu](mailto:apatin@avc.edu)

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Position #RN21-03  
ASSISTANT SUPERINTENDENT/VICE PRESIDENT OF  
HUMAN RESOURCES  
AP