



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

DIRECTOR, HUMAN RESOURCES

Range 35 on the CMS Salary Schedule

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 assist the Vice President of Human Resources with the District's Equal Employment Opportunity (EEO) program.

This position is also responsible for managing, supervising, and coordinating the activities of the Payroll Office within the Office of Human Resources 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 processing of required documents through payroll and benefits to ensure accurate record keeping and proper deductions.
- 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.
- 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)
- 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)
- 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:

- 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 PeopleSoft, Banner, Datatel, 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