



*Cañada College • College of San Mateo • Skyline College*

## GENERIC POSITION DESCRIPTION

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# CHIEF HUMAN RESOURCES OFFICER

An Administrative Position (Exempt Status)

Salary Schedule 20 – Grade AA

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### A. General Statement

The Chief Human Resources Officer is a member of the District's senior management team and is responsible for the District's human resources, employment compliance, labor relations, benefit administration, compensation, classification, employment equity and diversity, and has a primary role in matters of collective bargaining, as well as other human resources functions. The Chief Human Resources Officer reports to the Executive Vice Chancellor for Administrative Services.

### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Serve as the Chief Human Resources Officer by leading, planning, managing, and organizing District Human Resources operations, systems, and processes, as well as development of effective policies and procedures that ensure compliance with federal and state laws and regulations.
2. Serve as chief advisor to the Chancellor and Executive Vice Chancellor on strategic matters related to human resources and employee relations, including personnel matters involving litigation, and in participating in strategic and long-range planning for the District.
3. In consultation with the Board of Trustees, the Chancellor, and the Executive Vice Chancellor serve as coordinator for all collective bargaining agreements activities and administer employee relations, including development and administration of collective bargaining agreements.
4. Attend Open and Closed (as needed) meetings of the Board of Trustees to make presentations, participate in planning activities, and provide consultation and information.
5. Provide training and direction to managers in interpreting and applying personnel policies, procedures, laws, regulations, grievance and complaint resolution, and collective bargaining provisions.
6. Process and resolve grievances and in conjunction with appropriate legal counsel, direct and implement legal settlements and litigation involving employee discipline, legal actions and related issues.
7. Oversee response to complaints of unlawful prohibited discrimination for staff and students, performance of investigations of complaints, analysis of findings and implementation of corrective measures.
8. Represent the District before federal and state compliance agencies.

9. Serve as the District Equal Opportunity, Title IX and Section 504 Compliance Officer
10. Oversee professional development opportunities, including design and implementation of training in equal employment opportunities, workforce diversity, discrimination, bullying, sexual harassment, and other pertinent topics.
11. Oversee recruitment and selection processes, employee diversity, records management, employee leave programs, performance evaluation policies and procedures, and classification system maintenance.
12. Oversee the development and administration of the District's employee health and welfare benefits programs.
13. Work with a District team, including Budget, Human Resources, Payroll and IT staff to continually update, enhance, and oversee the effective use of the HRIS.
14. Design and implement automated systems for essential human resources management activities such as reporting leaves, personnel actions, scheduling annual evaluations and step increases.
15. Direct and evaluate the work of administrative, supervisory and other staff.
16. Use a database, a variety of computer software, surveys and other tools to research collective bargaining, employment, retention, and staff development trends, strategies, statistics, cost estimates, outside institutional and industry practices, current applicable legal positions, and other data.
17. Provide leadership to and engagement in participatory governance committees as appropriate.
18. Perform other duties as assigned by the Chancellor or Executive Vice Chancellor (or designees).

### **C. Requirements**

1. Possession of a bachelor's degree from an accredited institution in Human Resources, Public Administration, Business Administration, Organizational Management or a closely related field **OR** an acceptable equivalent of education and experience
2. Demonstrated skills in sensitive, respectful and effective communications with people who are diverse in their cultures, language groups and abilities
3. Minimum of three years of increasingly responsible and varied public or private sector experience in administering and/or providing consultation about human resources functions including employer-employee relations, employment, labor negotiations, and dispute resolution

### **D. Knowledge, Skills & Abilities**

1. Demonstrated knowledge of human resources functions and operations
2. Demonstrated knowledge of California Education Code, including Title 5, as well as federal and state laws and regulations as they relate to community college human resources functions, labor negotiations, and employee relations
3. Management level expertise in policy development, implementation, and interpretation of laws related to human resources
4. Skill in the development, negotiation, and implementation of collective bargaining proposal and agreements
5. Sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, lifestyle, and ethnic backgrounds of community college faculty, staff, and students

6. Demonstrated written and oral communication skills, particularly with public and governmental agencies
7. Skill in the use of current technology in the administration of human resources operations
8. Experience working collegially in a participatory government environment, preferably in higher education

**E. Physical/Other Requirements**

This position requires attention to detail, good memory, ability to work under deadline pressure, sitting and standing for periods of time, oral and written communication, keyboarding for significant portions of the workday, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.