



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

An Administrative Position (Exempt Status)

Grade AE

A. General Statement

Under general direction of the Vice Chancellor of Human Resources & Employee Relations, this position is responsible for the leadership, development, and management of personnel policies and practices, including recruitment and employment, classification and pay, performance management and training, HRIS, and employee relations as well as all aspects of programs related to compensation and employee and retiree health and welfare benefits. The Director is responsible for assisting the Vice Chancellor of Human Resources & Employee Relations in the management of core human resources functions, provides direction and support for daily operations, supervises staff, and coordinates with other programs and services related to or in support of human resources functions. Public contact is extensive, and involves staff, faculty, students, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. The Director of Human Resources supervises and directs the work of professional, paraprofessional, clerical and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties and responsibilities listed below include the full range of activities that the Director may oversee/supervise or directly perform. These duties and responsibilities are allocated by the Vice Chancellor between the Director of Human Resources and the Manager of Human Resources, with the Director assuming the lead and ultimate responsibility for the majority of these duties and responsibilities.

1. Provides clear articulation of District personnel policies, procedures, collective bargaining agreements, and applicable laws and regulations to staff, faculty, students, vendors, outside educational institutions and businesses, community representatives, and governmental agencies
2. Oversees and directs the development, design, administration, implementation, and evaluation of the District's health and welfare benefits programs, including medical, dental, vision, long-term disability, employee assistance program, and workers' compensation
3. Coordinates the day-to-day operations of the Human Resources Department, including recruitment and selection, equal opportunity and diversity outreach, compensation and classification, personnel processing, personnel recordkeeping, accommodations, personnel policies, employee appraisal and recognition, contract administration, and employee relations
4. Provides technical direction to managerial, technical/professional and clerical staff regarding various human resources activities

5. Ensures effective and efficient administration of electronic application and database systems, onboarding procedures, and related functions
6. Manages the District's diversity outreach efforts and develops and maintains diverse recruitment pools
7. Consults with all levels of District staff and union representatives on human resources issues
8. Promotes and implements the District's Equal Opportunity and diversity plans in the administration of Human Resources policies, procedures, services and programs, including recruitment and selection and compliance with ADA and FMLA
9. Directs the human resources operational functions and activities related to academic employees, including: minimum qualifications for faculty and administrative staff, faculty salary step placements, faculty tenure review process, faculty contracts, faculty equivalency requirements, faculty seniority, and other issues as required
10. Prepares and submits reports and agenda items for the SMCCCD Board of Trustees relating to all aspects of the District's human resources programs
11. Provides accurate and consistent application of Education Code and Title 5 human resources and payroll requirements across the District
12. Provide leadership and oversees employee information collection, analysis, and reporting, and supervises the input of data to ensure its integrity
13. Provides hands-on management of administrative and faculty selection processes, including training of committee members and oversight of the full screening and hiring process
14. Supervises and evaluates the performance of Human Resources classified staff and student employees
15. In conjunction with the Vice Chancellor of Human Resources & Employee Relations, develops and presents innovative and responsive labor negotiation proposals relating to classified and faculty collective bargaining
16. Represents Human Resources and the District at a variety of meetings
17. Develops, implements, and administers a variety of special projects
18. Develops and administers the departmental budget and ensures compliance and effective use of department resources by monitoring and tracking budget expenditures
19. Performs classification reviews for classified and supervisory positions, including classification studies, salary survey analysis, and the development of compensation and salary placement recommendations
20. Recommends to senior management the addition of or changes to employee benefit programs, including preparation of benefit cost analyses
21. Provides oversight for employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations, and maintains the FMLA and family illness database
22. Provides guidance and information to classified and academic employees regarding PERS and STRS retirement processing or employment separation and acts as a resource to District retirees regarding a variety of issues
23. Prepares and/or supervises the preparation of a variety of complex reports related to personnel issues, including forecasting budgets for employee and retiree compensation and benefit programs
24. Evaluates and assesses the District's Human Resources Information System (HRIS) to ensure that personnel actions are updated, reporting is accurate and timely, periodic maintenance is conducted, and troubleshooting is conducted as necessary
25. Announces, plans, coordinates and implements employee health plan open enrollment events and other training programs as needed
26. Participates in participatory governance and collaborates on a variety of institutional issues including employee relations, human resources administration, union relations, new employee programs, collective bargaining agreements, and related human resources topics
27. Promotes a work culture which values diversity and which promotes the delivery of exemplary customer service, innovation, and quality services to employees and the community
28. Stays abreast of developments and changes in laws in the compensation, benefits, leaves, and retirement fields, as well as Human Resources field in general

29. Performs other duties, as assigned by the Vice Chancellor of Human Resources & Employee Relations

C. Requirements

1. Bachelor's degree, preferably in Human Resources Management or a closely related field
2. Seven years of increasingly responsible experience in human resources, payroll or related area which demonstrates competencies sufficient to successfully perform the essential functions of the position
3. Understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
4. Experience with program planning, implementation and evaluation;
5. Experience with directing the work of others;
6. Demonstrated skills in oral communication, including public speaking, and in written communication
7. Demonstrated effective collaborative and relationship building experience with diverse constituents
8. Skill in the use of a variety of computer software for written materials, reports, and presentations

OR a successful equivalent combination of education and experience

D. Knowledge, Skills & Abilities

1. 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
2. Knowledge of principles, policies and practices of personnel administration as it relates to recruitment/selection, position classification, wage and salary administration, employee/labor relations, supervision, training, employee and organizational development, and motivation and conflict resolution
3. Knowledge of the Affordable Care Act (ACA), the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) and the Pregnancy Disability Act (PDA)
4. Knowledge of HRIS system development and administration, systems analysis and research methods, and human resources functions and processes
5. Knowledge of leadership, team building, motivation, and conflict resolution principles
6. Knowledge of collective bargaining and labor relations in the public sector
7. Knowledge of the techniques of budget planning, monitoring, forecasting, and analysis
8. Skill in communicating effectively with people at various levels within an organization
9. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups and abilities
10. Skill in supervising and evaluating the work of others
11. Skill in working with difficult individuals
12. Skill in conducting complex data comparison, analysis and synthesis
13. Superior skill in written communication
14. Superior skill in oral communications, including public speaking
15. Skill in research, compiling data for, formatting and effectively presenting data for a variety of audiences;
16. Skill in use of the Microsoft Office Suite, Adobe Acrobat, and a variety of computer software to enter, format and present complex financial, statistical and other data
17. Ability to manage projects, put systems in place, and evaluate their effectiveness
18. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines under pressure
19. Ability to read, interpret, and explain laws, rules and regulations and to develop and implement personnel policies and procedures
20. Ability to think critically and solve problems

E. Physical/Other Requirements

This position requires attention to detail, good memory, ability to work under deadline pressure, sitting and standing for long 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.

(1/2015)