

Vice President, Human Resources & Employee Relations

VICE PRESIDENT, HUMAN RESOURCES & EMPLOYEE RELATIONS

THE POSITION

The Vice President, Human Resources and Employee Relations is a Classified Administrator designated by the Board of Trustees of the Desert Community College District. The Vice President, Human Resources and Employee Relations is charged by the Board of Trustees with satisfactory implementation of Board policy and district or college procedures as applicable to the position. Under the direction of the Superintendent/President, the Vice President, Human Resources and Employee Relations is responsible for management and operation of all human resources and employee relations functions of the college and for developing and recommending policy, goals and objectives for the Office of Human Resources.

The Vice President, Human Resource and Employee Relations is responsible for leadership, planning, organizing, directing, supervising, and monitoring and evaluating the activities of the Office of Human Resources; collective bargaining and contract administration for classified and academic employees; grievance administration, classification and compensation, diversity and EEO compliance, benefits, retirement, risk management, and Title IX; liaison with legal and regulatory agencies; oversees and supports professional development activities campus-wide, wellness activities, and cultural awareness and sensitivity efforts, retirement preparation and other activities related to a comprehensive Human Resources Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides overall leadership and direction for collective bargaining negotiations; develops collective bargaining strategies; administers collective bargaining agreements; processes and resolves grievances and represents the District in administrative hearings.
2. Interpret, implement, recommend, and develop human resources policies, regulations and practices; and facilitate the development of other District policies and regulations. Confer with legal counsel in providing advice and counsel to the District regarding personnel matters. Research and report on pending and recent legislation that may impact human resource policies, procedures and operations. Ensure compliance with state and federal laws.
3. Provides guidance and advice on employee-relations matters, performance management and disciplinary processes.
4. Maintains current knowledge of pertinent federal/state laws, regulations and court decisions relating to faculty, staff and personnel operations.
5. Contribute to the District strategic planning process and the accreditation process. Report on staffing, succession planning and personnel transitions.
6. Participate in the Superintendent/President's Cabinet to advise the Superintendent/President and other Cabinet members on policies, procedures, and management issues related to the areas of responsibility of the position.
7. Champion a shared District vision; convey ideas and information effectively through verbal and non-verbal means and promote and maintain high standards of integrity, honesty, confidentiality and respect for people.
8. Promotes effective communication with District and college personnel regarding human resources-related information; provides consistent and accurate information regarding human resources matters.
9. Promotes use of human resources-related technology and experience working with

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- administrative systems and databases to support human resources operational needs.
10. Provides overall leadership and coordination of recruitment and employment practices that promotes diversity and EEO compliance. Assess staffing levels and develop district staffing plan in alignment with District strategic plan.
 11. Design and implement professional development programs including leadership and staff training; mandated trainings and employee orientation in alignment with District mission and goals. Design long and short-term efforts to professionally develop internal capacity to facilitate and improve organizational effectiveness in alignment with District strategic plan.
 12. Oversees the District's Equal Employment Opportunity Plan and equal opportunity employment practices. Actively supports and assists in the development and management of faculty and staff diversity employment programs.
 13. Oversees legal issues related to human resources and serve as a liaison with legal firms providing counsel. Responsible for receipt and management of investigations alleging unlawful discrimination and employment-related complaints and management of associated litigation.
 14. Oversees the development and implementation of District human resources policies and procedures; ensures consistent application of policies and procedures and provides training and direction to managers in interpreting and applying personnel policies and procedures, state and federal laws/regulations and provisions of collective bargaining agreements
 15. Develop and administer budget for the human resources office and monitors and controls expenditures.
 16. Trains, supervises, evaluate and directs work of human resources staff. Currency in principles, practices, techniques and trends in human resources management.
 17. Oversee and prepare items for the Governing Board meetings for information and approval. Provide technical expertise, information and assistance to the Superintendent/President at meetings. Prepare written and oral reports and presentations.
 18. Represent, lead and chair District committees. Represents the district at local, State, or national meetings and serve as district representative on related committees and commissions as appropriate.
 19. Oversees the development and administration of employee health and welfare and benefits programs, leaves of absence processes, workers' compensation, and risk management programs.
 20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, trends, methods, strategies and procedures pertaining to human resources management, labor relations, staff diversity and staff development; principles, methods, techniques and strategies of organizational planning, evaluation and forecasting; principles and practices of management and supervision; legal mandates, policies and procedures, appropriate to the administration of a comprehensive human resources program in a community college, e.g., the Education Code, retirement systems that apply to community college personnel, and workers' compensation; data management, storage and retrieval systems and an understanding of the dynamics of the changing environment in information technology.

Ability to: Develop, design and implement reports, policies and studies covering a wide range of college institutional services concerns; make clear and concise oral presentations; commit to shared governance, collaboration, and District goals and missions; apply technology to effectively and efficiently manage all College institutional services; establish and maintain effective and harmonious working relationships with a diverse population of students, staff and community; communicate effectively both orally and in writing; Demonstrate understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic and disability backgrounds of students, faculty, staff and community;

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lead, develop, supervise and evaluate assigned personnel.

MINIMUM QUALIFICATIONS:

Master's degree in an area reasonably related to the position or a Bachelor's degree and additional years of experience in human resources and/or supervisory/lead experience.

Three (3) years of recent responsible successful experience leading, overseeing and administering Human Resources programs, including recruitment, classification, human resources information systems, professional development, and/or employee and labor relations.

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

Understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

Desirable Qualifications?

- Knowledge of Federal and State laws including California Ed Code and Title 5
- Knowledge of Title IX, Americans with Disabilities Act, and California Department of Fair Employment and Housing (DFEH) regulations
- Increasingly responsible experience in professional human resources management in a public agency
- Experience working with union represented employees

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility. Office environment. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions.

EMPLOYMENT STATUS

Classified Administrator

Approved: 12/19/2014, 7/15/2021

Revised: 7/2021

Leadership

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