

# **Interim Vice Chancellor, Human Resources**

## **District Office**

### **Kern Community College District**

#### **JOB DESCRIPTION**

#### **Definition**

Under the direction of the Chancellor, the Vice Chancellor, Human Resources provides leadership and direction for proactive, district-wide human resources services in: labor and employee relations; recruitment (talent acquisition); benefits administration; EEO and Title IX compliance; payroll administration; HRIS and HR metrics; and classification and compensation;

#### **Examples of Duties**

##### Labor and Employee Relations:

- Serve as chief negotiator; coordinate, develop and prepare bargaining strategies for labor negotiations; solicit input from key stakeholders (Board of Trustees, managers, staff etc.); ensure stakeholders are involved and informed about the status of the negotiations; analyze trends and best practices to support successful negotiations; research, write and interpret contract language to achieve the goals set by the Board and Chancellor; and ensure compliance with collective bargaining agreements.
- Plan, coordinate and direct employee relations services; provide guidance and advice on performance and conduct issues; administer grievance processes; conduct or direct employment investigations; coordinate employee relations matters with legal counsel and make recommendations to the Chancellor and Board; develop and implement policies and procedures to effectively support and manage academic and classified staff; ensure compliance with state and federal laws and regulations, and district policies and procedures; and mediate resolution to workplace conflict.

##### Recruitment (Talent Acquisition)

- Manage staff that assist with sourcing, attracting, recruiting and interviewing candidates and employee on-boarding; work with stakeholders to determine current staffing needs and staffing forecasting; develop recruitment (talent acquisition) strategies and hiring plans; perform sourcing to fill open positions and anticipate future needs; plan and conduct recruitment and selection processes; ensure positive candidate experience; ensure fair, consistent, efficient application of recruitment/EEO processes; and use metrics to create reports and identify areas of improvement.

##### Benefits Administration

- Manage staff that administer employee health and welfare benefit programs; evaluate and recommend plan modifications; ensure compliance with applicable

state and federal laws and collective bargaining agreements; and manage staff that administer the District's workers' compensation and reasonable accommodation programs.

#### EEO and Title IX Compliance; Diversity, Equity and Inclusion

- Manage staff that assist with faculty, staff or student EEO complaints/investigations (discrimination and harassment); evaluate investigation reports, advise individuals and departments on appropriate action(s); serve as the Title IX coordinator; and provide mediation, as needed.
- Promote commitment to a climate of diversity, equity and inclusion through interaction with individuals and agencies inside and outside the district including the Board, Chancellor, EEO committee, faculty, staff, students, public and community leaders.

#### Payroll Administration

- Manage staff that provide payroll services; coordinate payroll activities with other departments and external agencies/entities; ensure accuracy and completion of timely payroll processing; oversee administration of authorized and approved payroll deductions for mandatory/voluntary plans, wage garnishments and over/under payments; oversee additional compensation payments; manage and direct collection and reporting of employee mandatory deductions, payments, and adjustments to California retirement systems; monitor compliance with statutory and regulatory changes and collective bargaining agreements and recommend procedural changes as necessary.

#### HRIS/HR Metrics

- Manage and direct the HRIS strategy, testing and development of information systems that support HR business processes; develops and implements the vision for optimizing the use of current systems; and uses HRIS to make data informed recommendations and decisions

#### Classification and Compensation

- Develop and maintain a comprehensive classification plan for positions; conduct or oversee classification and compensation studies; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; and gather, analyze, and interpret compensation and benefits data.

#### Budget Administration

- Plan, develop, and administer the annual budget; review, analyze, and make recommendations on budget; monitor, control, and authorize expenditures; and maintain appropriate records and documentation according policies and procedures.

#### Record Retention

- Manage staff that maintain human resources/employee records, files, and data required by state and federal laws and regulations; develop appropriate records retention systems and schedules.

### Leadership and Supervision

- Hire, train, supervise, coach, counsel, discipline, and evaluate staff; promote a culture of quality customer service.

### Professional Development

- Recommend, plan, design, and implement training sessions for employees throughout the District organizational structure and geographic location as needed; and plan, schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions.

### Representation Duties

- Represent the Human Resources Department at Board of Trustees meetings; provide technical expertise, information and assistance to the Chancellor; communicate with other District administrators, staff and contractors to coordinate activities, programs and services; resolve issues and conflicts and exchange information; work cooperatively as a member of the District management staff toward the achievement of its goals and objectives; provide leadership consistent with the mission and function of the District; and lead or participate in District or College committees, initiatives, teams, or ad-hoc groups.

## Minimum Qualifications

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources management, personnel administration, business or public administration, industrial/labor relation, or a related field. A Master's degree is highly desirable.

#### **Experience:**

Eight years of increasingly responsible human resources experience including five years of management responsibility involving labor relations, program planning, assessment, implementation, and evaluation. Experience in the public sector is desirable.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Principles and practices of human resources management, including recruitment, classification, and compensation and collective bargaining in the public sector.
- State and federal laws and regulations related to human resources management, collective bargaining and community college administration.
- Negotiation techniques and collective bargaining processes, including interest-based bargaining.
- Human resources information systems functions.
- Wage and hour administration.
- Techniques and legal mandates pertaining to recruitment, selection, employee classification, and records management.
- Principles of administration, supervision, performance evaluation and training.
- Principles and practices of budget preparation and administration.
- Progressive discipline procedures and documentation.
- Strategic planning.
- Effective oral and written communication skills.
- Interpersonal skills including tact, patience, and diplomacy.

### Ability to:

- Provide leadership in human resources areas including recruitment, equal opportunity, Title IX, compensation and benefits, HRIS and data metrics, collective bargaining, grievance and discipline procedures, performance appraisal, and records management.
- Plan, organize, coordinate, and direct employer-employee relations programs and activities for academic and classified staff.
- Interpret, apply, and explain complex policies and legal requirements.
- Provide technical expertise and assistance to District staff regarding assigned functions.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate employee performance of staff.
- Plan, negotiate, and implement collective bargaining agreements.
- Oversee, use and administer a complex human resources information system.
- Ensure the accurate and timely preparation, maintenance and retention of employee files, data, reports, and documentation.

- Prepare and present comprehensive written and oral reports and recommendations in a professional and effective manner.
- Ensure the integrity of District human resources systems and functions.
- Establish and maintain effective and cooperative working relationships with others, including people of diverse socioeconomic, cultural, ethnic and disability backgrounds.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

### Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

**Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

2/23/2017