

**JOB TITLE:** Chief Human Resources Officer/Assistant Superintendent

**LAST REVISED:** October 2013

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction, plans, designs, organizes, implements, and manages the District's human resources, and other assigned departments, programs, and services including general personnel program administration, employer/employee relations, classification and compensation system management, employment testing, selection, and recruitment program administration, staff training and development, workers' compensation, ; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Superintendent/President..

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all human resources, and other assigned departments, programs, and service areas including general personnel program administration, employer/employee relations, classification and compensation system management, employment testing, selection, and recruitment program administration, staff training and development and workers' compensation.
2. Serves as a member of the Superintendent/President's Executive Team.
3. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
4. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned services and operations; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the budget for assigned departments; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. Provides responsible and complex staff assistance to the Superintendent/President; prepares and presents staff reports and other necessary correspondence.
10. Represents assigned departments, programs, and service areas to other departments and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

11. Explains, justifies, and defends programs, policies, and activities related to assigned departments, services, and areas of operation; negotiates and resolves sensitive and controversial issues.
12. Participates on a variety of boards, commissions, and committees.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources; and incorporates new developments as appropriate.
14. Serves as the District's chief negotiator.
15. Communicate and consult with legal counsel on employee litigation; seek advice from legal counsel on matters of Education Code interpretation and implementation and advise District of required responses.
16. Develop and provide training to employees in such areas as employee policies and procedures, sexual harassment, drug awareness and safety; provide faculty and staff development opportunities; provide training for management and administrative staff on new and revised policies.
17. Approve reclassification recommendations, determine out-of-class placements and approve salary placements; direct the conduct and completion of salary surveys and analysis of salary data.
18. Coordinate benefits services for employees; facilitate benefits task forces and committees; administer benefits contracts; facilitate and direct implementation of changes in benefits.
19. Direct and supervise the activities of the Human Resource Services staff in providing services to faculty, staff, administrators, adjunct faculty and students in the areas of employment, benefits, classification, training and performance evaluation.
20. Meet with individual employees on a variety of work-related issues, concerns, problems and projects; provide guidance and support, and recommend solutions and options.
21. Direct the performance evaluation program for classified staff and provide training as needed.
22. Coordinate and facilitate District disciplinary action and grievance resolution.
23. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a comprehensive human resources program for higher education.

Advanced principles and practices of human resources management and public administration including wage and salary administration principles, test validation principles and techniques, collective bargaining principles and techniques, and workers' compensation principles and techniques.

Public policy decision making processes.

Advanced principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations including Civil rights and equal employment opportunity (EEO) laws and regulations.

Conflict resolution techniques.

Interest-based bargaining and problem solving techniques.

Counseling techniques.  
Principles of business letter writing and report preparation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Manage and direct comprehensive human resources, and other assigned programs.  
Develop and administer departmental goals, objectives, and procedures.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Identify and respond to sensitive organizational issues, concerns, and needs.  
Plan, organize, direct, and coordinate the work of assigned staff.  
Delegate authority and responsibility.  
Guide and motivate others toward goal achievement.  
Select, supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Gather and analyze data and develop conclusions and recommendations.  
Maintain a sound employer/employee relations program in an interest-based, collaborative problem solving environment.  
Plan and manage in the context of shared governance processes.  
Use initiative, discretion, and good judgment in resolving human resources issues.  
Respond to stressful and sensitive situations in a professional and confidential manner.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable federal, state, and local policies, laws, and regulations.  
Make presentations to the Board of Trustees and outside agencies, organizations, and entities.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Inspire and promote awareness of socioeconomic and cultural diversity.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**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 Master's degree from an accredited college or university with major course work in public administration, law, organizational or industrial psychology, communication, business with a human resources emphasis or educational administration.

**Experience:**

Three to five years of increasing responsibility in senior-level Human Resources management position.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel to different sites and locations.



## Job Description

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.