

JOB TITLE: Director, Human Resources

PAY GRADE: CS24

LAST REVISED: August 2008

*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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Human Resources Department including recruitment and employment, personnel operations, employee health and welfare programs, employee relations, Worker's Compensation, and ADA compliance; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Vice President, Human Resources.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assumes full management responsibility for all Human Resources Department services and activities including recruitment and employment, personnel operations, employee health and welfare programs, employee relations, Worker's Compensation, and ADA compliance.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. 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.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Human Resources Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Ensures the recruitment and selection process for all District classifications is in full compliance with both federal and state rules, regulations and guidelines.
9. Participates in negotiations with the collective bargaining units; researches and assists in the

development of draft tentative agreements and memorandum of understandings.

10. Assists and counsel's management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
11. Develops and implements staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.
12. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
13. Investigates and assists in resolution of discrimination and sexual harassment complaints.
14. Provides staff assistance to the Vice President, Human Resources; prepares and presents staff reports and other necessary correspondence.
15. Represents the Human Resources Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
16. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
17. Serves as staff on a variety of committees; prepares and presents staff reports and other necessary correspondence.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources; incorporates new developments as appropriate.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
20. 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 resource administration program.
Advanced principles and practices of human resource management including compensation, position classification and analysis, benefits management, workers compensation, and training/employee development.
Advanced principles and practices of program development and administration.
Principles and applications of recruitment and equal employment opportunity.
Operational characteristics of human resource information systems.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of business letter writing and complex report preparation.
Pertinent federal, state, and local laws, codes, and regulations including ADA requirements.

Ability to:

Manage and direct a comprehensive human resource administration program for a college or other related public service agency.

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 community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

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.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Represent the District and form partnerships with external agency/organization representatives, District constituents, and the general public.

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.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

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 Bachelor's degree from an accredited college or university with major course work in human resources, personnel administration, business administration or a related field.

Experience:

Eight years of increasingly responsible professional human resource management experience in the public sector including three years of administrative and supervisory responsibility.

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.

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 stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment



Job Description

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.