

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: VICE PRESIDENT OF HUMAN RESOURCES

### BASIC FUNCTION:

Under the direction of the superintendent/president, plan, organize, direct, and supervise a comprehensive human resources program, including recruitment and selection, classification and pay, employee-employer relations, benefits, unemployment, record keeping, and risk management; provide general supervision for the district's safety program; promote, direct, and implement programs to ensure equal employment opportunity, tolerance, and cultural awareness; assure compliance with applicable district policies and procedures, state and federal laws, codes and regulations; supervise and evaluate the performance of assigned staff.

### REPRESENTATIVE DUTIES:

Plan, organize, and direct the Human Resources' functions related to all district personnel. *E*

Ensure the district's compliance with applicable laws, district policies, procedures, and collective bargaining agreements. *E*

Develop and interpret policies and procedures for recruitment, testing, screening, interviewing, evaluation, compensation, training, and discipline of employees. *E*

Provide professional advice and counseling to employees regarding rights, classification, benefits, privileges, and responsibilities. *E*

Serve as chief negotiator in negotiations with classified, full-time faculty, and adjunct faculty bargaining units; administer labor contracts between the district and designated bargaining units. *E*

Provide and maintain an effective and fair employment practices program. *E*

Administer the classification and salary programs including development and maintenance of job descriptions. *E*

Oversee personnel management information systems and assure security and privacy of personnel data. *E*

Direct the administration of programs and services such as leaves, unemployment insurance, risk management, workers' compensation, and retirement. *E*

Coordinate all aspects of the district's Equal Employment Opportunity Plan. *E*

## Vice President, Human Resources- Continued

Respond to allegations of discrimination and harassment with appropriate investigations and remedies. *E*

Direct preparation of reports, correspondence, bulletins, handbooks, and manuals. *E*

Complete required state and federal reports related to Human Resources. *E*

Ensure general orientation and training to district employees. *E*

Direct the district's employee evaluation programs, ensuring that evaluations are completed in a timely and appropriate manner, *E*

Advise and confer with the superintendent/president on management issues involving programs and services of the district, including development and revision of policies and procedures. *E*

Participate in long-range planning and strategic planning regarding college activities and programs. *E*

Train managers and supervisors regarding district policies and procedures, collective bargaining agreements, and employee evaluation; and in coordination with the risk manager, direct and/or administer training on safety, injury, ~~and~~-illness prevention programs and other plans. *E*

Direct the preparation of the annual unit plan and budget for the Human Resources office and supervise their implementation and maintenance. *E*

Communicate and consult with legal counsel on litigation matters; seek advice from legal counsel and communicate advice to appropriate administrators/management; advise district of required responses. *E*

Advise and counsel management on policy, legal requirements, and impact of legislation on employees. *E*

Direct preparation of items for board agenda. Attend board meetings; provide input as necessary on issues affecting assigned functions; make presentation on pertinent matters as necessary. *E*

Design, develop, support, and assist with employee development programs and correlate with the mission, goals, and policies of the college in support of student learning outcomes.

Maintain current knowledge of legislation and court cases pertinent to assigned functions and serve as a resource for other college personnel regarding related technical matters. *E*

## **Vice President, Human Resources- Continued**

Serve as a member of the president's Cabinet. *E*

Perform other related duties as assigned by the superintendent/president. *E*

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and practices of personnel administration including position classification, salary administration, recruitment, examination, and selection.

Provisions of the state education codes, federal and state tax laws, social security and Medicare benefits, deductions, and union contracts as they apply to payroll functions.

Provisions of the Education Code as it applies to Human Resources practices and procedures in community colleges.

Provisions of applicable codes pertaining to human resources in community colleges.

Principles of public administration, management, supervision, and training.

Principles and practices of employee training and supervision.

Principles of budget preparation and control.

Statistical, research, survey methods, and techniques.

General labor relations, laws, practices, and procedures.

District organizational functions, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Report writing methods and techniques.

Office management and record-keeping practices, methods, and procedures.

Purpose and function of a campus police department.

Proper evaluation procedures for all employee groups.

#### **ABILITY TO:**

Plan, organize, direct, and control the development, administration, and direction of Human Resources services and programs for the district.

Provide promotion, direction, implementation, and coordination of programs to ensure equal employment opportunity, tolerance, and cultural awareness.

Interpret and provide direction to administrators regarding union contracts and state and federal laws.

Train, assign, supervise, and evaluate assigned Human Resources technical and secretarial staff.

Obtain, organize, analyze, and evaluate a wide range of data and information; make appropriate recommendations to the superintendent/president, cabinet, district administrators and governing board.

Establish and maintain effective working relationships with a wide variety of groups and individuals, including district administrators, members of the board, employee group representatives, members of the public, and representatives of other public agencies.

Prepare and present comprehensive, effective oral and written reports.

Perform a variety of professional and technical duties involved in the conduct of the

## **Vice President, Human Resources- Continued**

district's classification, salary, recruitment, examination, selection, and employee disciplinary programs.

Advise the superintendent/president and Cabinet of disciplinary hearings, procedures and problems.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively, both orally and in writing, including the preparation of reports and presentations.

Utilize technology in performing job responsibilities.

### **EDUCATION AND EXPERIENCE:**

Master's degree in personnel/human resources management, business, public administration, or related discipline from a regionally accredited college or university.

Five years of increasingly responsible experience in personnel human resources management, including at least three years working in an educational setting.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Two years' experience with collective bargaining.

### **WORKING CONDITIONS:**

Human Resources office environment.

Position required hearing and speaking to communicate and exchange information.