



ASSISTANT DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under the general supervision of the Vice President, Human Resources, the Assistant Director of Human Resources assists in planning, organizing, and coordinating human resources programs including functions of collective bargaining, employee/employer relations, recruitment and hiring processes, staff equity and diversity, Human Resources information systems management, unlawful discrimination, ADA accommodations, compliance, and other related human resources functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Human Resources. May exercise direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for assisting in planning, organizing, coordinating, and directing staff, operations, and programs for the Human Resources Department. Positions at this level assist in administrative, long and short-term planning, and budgeting; in addition, they recommend and implement the programs, projects, goals, policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the recruitment, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Engages in recruitment strategies and initiatives that help address equity gaps and improve equal employment opportunity. Assists in maintaining the District's Applicant Tracking, Onboarding, and related employment systems. Recommends and implements enhancements, changes to improve efficiency and services to applicants and the District. Recommends and implements changes to improve equity outcomes and goals.
- Innovations in Human Resources processes and technologies in areas such as onboarding, diversity recruitment, analytics, leave coordination, and fiscal management
- Serves as the Deputy Title IX Coordinator and communicates with students and employees regarding unlawful discrimination; coordinates and/or conducts investigations and provides recommendations for resolution of complaints.
- Serves as the ADA Coordinator and conducts the interactive process for employees for temporary or permanent accommodations.
- Serves as the software application administrator for systems used by Human Resources such as applicant tracking systems, recruitment software, HRIS, and case management software for Title IX, unlawful discrimination, and ADA accommodations for employees.
- Assists the Vice President of Human Resources with the background clearance of employees and volunteers.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels; allocates resources accordingly.

- Provides responsible staff assistance to designated administrator; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resources programs, policies, and procedures as appropriate.
- Assists in the development and administration of the Human Resources budget and expenditures.
- Participates in negotiations with classified and faculty bargaining units as needed. Assists administrators, faculty, and staff on personnel procedural matters related to collective bargaining agreements.
- Oversees the administration and retention of all personnel and Human Resources-related records, including personnel files and electronic records, in accordance with the District's administrative procedure regarding records retention.
- Participates in accreditation studies related to Human Resources; participates in strategic planning activities; implements special projects.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
- Develops, recommends, and implements policies and procedures related to employment; Prepares and maintains documentation on policies, procedures, laws, and regulations.
- Participates in the development and implementation of Human Resources objectives, policies, and priorities to support the District's Educational Master Plan.
- Oversees the development, coordination, and maintenance of the human resources information systems.
- Oversees Human Resources operations in the absence of the Vice President.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operation, services, and activities of a comprehensive human resource administration program.
- Salary and classification administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications
- Principles of business letter writing and complex report preparation.
- California Education Code, federal and state laws and regulations; California government regulations that relate to the human resource functions, collective bargaining, and employee relations in a community college.
- Effective oral and written communication skills.
- Principles and practices of budget preparation and administration.

Ability to:

- Design and deliver training programs to all constituents of the District.
- Work successfully with District faculty, staff and administrators.
- Direct the activities of and provide effective leadership for projects, programs, and activities that support the District's commitment to a discrimination and harassment free learning and work environment, and a safe climate for all college community members.
- Build partnerships and collaboration.
- Organize, assess, and manage projects effectively, efficiently, and timely.
- Maintain appropriate confidentiality, including maintenance of confidential records. Develop, coordinate, and implement recruitment programs that enhance faculty and staff diversity.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare concise administrative and financial reports.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, law, personnel administration, business administration, public administration or in a field related to the major responsibilities of this position.

Experience:

- Five (5) years of related experience including two (2) years of supervisory experience related to the duties and functions of the position description.

Desirable Qualifications

- A Master's degree in a related field.
- Human Resources experience in a California Community College setting.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.