

DIRECTOR OF HUMAN RESOURCES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Management	M10	01/28/04	Class. Admin.	1 of 2

DEFINITION: Under administrative direction, plans, organizes, directs, and coordinates a comprehensive human resources program for both academic and classified employees of the District, provides District-wide consultation and technical direction in the areas of recruitment/selection, position classification, wage and salary administration, employment services, benefits, workers' compensation, human resources automated systems and employee relations.

DISTINGUISHING CHARACTERISTICS: The incumbent is responsible for helping to manage the human resources functions of the District and providing technical and administrative direction for a variety of core functions to subordinate managers, professionals and clerical/technical staff. The Director of Human Resources reports to the Vice Chancellor of Human Resources and Organizational Development who provides policy direction and has executive level responsibility for all human resources, staff development, labor relations and organizational development functions for the District.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Manages, directs and organizes the recruitment/selection, position classification, wage and salary, employment services, human resources automated systems, collective bargaining, benefits and workers' compensation activities of the Human Resources Department;
- Provides technical direction to managerial, technical/professional and clerical staff conducting various human resources activities;
- Works closely with the various colleges and departments to meet their service requirements and needs;
- Manages the development and administration of employee appraisal and recognition programs;
- Directs the development, selection, validation and construction, scheduling, scoring and analysis of examinations for a wide variety of classified and academic classifications;
- Participates in collective bargaining activities by serving on District negotiating teams, assisting in the investigation and processing of grievance and complaints;
- Assists in managing the District's affirmative action and diversity outreach efforts;
- Presents written and oral reports on a wide variety of human resource issues, policies, procedures, local, state, and federal laws, rules and regulations, etc.;
- Provides technical and administrative direction to staff on labor relations and employment services issues;
- Consults with all levels of District staff and union representatives on human resources issues;
- Assists in the preparation and administration of the departmental budget;
- Develops and implements personnel rules and regulations and interprets and administers collective bargaining agreements;
- Develops and maintains diverse recruitment pools;
- Develops, implements, and administers a variety of special projects;
- May use a vehicle to attend meetings and visit District campuses;
- Oversees the investigation of disciplinary actions and prepare reports and recommendations for action;
- Represents Human Resources and the District at a variety of meetings;
- Performs related duties as assigned.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, policies and practices of personnel administration as it relates to recruitment/selection, position classification, wage and salary administration, employee/labor relations, departmental budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution; business report writing; pertinent local state and federal laws, rules and regulations; modern office systems and personnel software.

Ability To: Supervise, and direct the work of managerial, technical/professional and clerical staff performing recruitment/selection, position classification, wage and salary administration, employment services, human resources automated systems, benefits and workers' compensation and employee relations tasks; effectively train and evaluate staff; prepare and administer a departmental budget; apply collaborative work strategies and gain the cooperation of employees at all levels of the organization; analyze issues and develop alternative solutions; prepare comprehensive written reports with recommendations; make oral presentations to a variety of audiences on human resources related topics.

Education/Training: Equivalent to a bachelors degree from an accredited four year college or university in Industrial Psychology, Human Resource Management, Public Administration or a directly related field. A masters degree is highly desirable.

Experience: Equivalent to three years of responsible experience in human resource administration that included two years of experience supervising journey-level staff performing recruitment/selection, position classification or employee relations work in a large and complex organization.

License/Certification: A valid California Class C Driver's License.

Actions: Newly created classification adopted by the Governing Board on 07/26/00. Amended 01/28/04, M.S.C. 3.1.5.