

DIRECTOR OF HUMAN RESOURCES

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DEFINITION:

The Director of Human Resources will supervise confidential and classified staff, and report directly to the Associate Vice Chancellor of Human Resources. Under administrative direction, plans, organizes, directs, and coordinates a comprehensive human resources program for both academic and classified professionals of the District, provides Districtwide consultation and technical direction in the areas of recruitment/selection, position classification, wage and salary administration, employment services, benefits, human resources information systems and employee relations.

DISTINGUISHING CHARACTERISTICS:

The incumbent is responsible for managing and providing day-to-day guidance, and technical and administrative direction to district office and college Human Resources personnel. The Director of Human Resources reports to the Associate Vice Chancellor of Human Resources.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

Duties and essential functions include, but are not limited to those listed below.

- Manages, directs and organizes the recruitment/selection, position classification, wage and salary, employment services, human resources information systems, and benefits of the Human Resources Department;
- provides technical direction to managerial, technical/professional and clerical staff conducting human resources activities;
- works closely with the colleges and District Office departments to support their human resources requirements and needs;
- manages the development and administration of employee-evaluations and recognition programs;
- directs the planning, development, selection, validation, scheduling, scoring and analysis of interviews for a wide variety of classified and academic classifications;
- supports the Associate Vice Chancellor of Human Resources with collective bargaining; prepares data for, and serves on, District negotiating teams, as needed;
- assists with investigations and processing grievances and complaints alleging violations of Title 5, including EEO Regulations (Section 53026) and Unlawful Discrimination for Harassment (Section 59300);
- assists in managing the District’s equal employment opportunity and diversity outreach, recruitment and retention 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.;

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- provides technical and administrative direction to staff on labor and employment relations 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 human resources policies, procedures, and regulations; interprets and administers collective bargaining agreements;
- develops and maintains diverse recruitment pools;
- collaborates with, and supports Risk Management to ensure successful workers compensation program, interactive processes, and return to work program;
- develops, implements, and administers a variety of special projects;
- attends meetings at college campuses, and other locations in County and State, as needed;
- oversees disciplinary actions and prepares reports and recommendations for action;
- represents Human Resources and the District at a variety of meetings; and
- performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, policies and practices of human resources administration as it relates to recruitment/selection, position classification, wage and salary administration, employee/labor relations, investigations, 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

Skill/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 information systems, benefits and employee relations tasks
- effectively train and evaluate staff
- prepare, recommend 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
- proactively advise on new laws and legislation impacting public education human resources
- make oral presentations to a variety of audiences on human resources related topics.



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EXPERIENCE AND TRAINING:

- Equivalent to three years of experience in human resource administration, including two years of experience supervising staff performing recruitment/selection, position classification, benefits, and employee relations work in a large and complex organization.

EDUCATION/LICENSE OR CERTIFICATE:

- Equivalent to a bachelor’s degree from an accredited four-year college or university in Industrial Psychology, Human Resource Management, Public Administration or a directly related field. A master’s degree is highly desirable.
- 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., 03/09/23