

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, HUMAN RESOURCES

BASIC FUNCTION

Under the direction of the Vice President, Human Resources and Labor Relations, plan, organize, coordinate, direct, and provide leadership for the Human Resources functions of the District; train, supervise and evaluate the performance of assigned staff. The Director is responsible for the clear articulation of District personnel policies, procedures, collective bargaining agreement, and applicable laws and regulations to administrators and employees to ensure compliance and effective Human Resources administration.

REPRESENTATIVE DUTIES

1. Participate in shared governance and collaborate on a variety of institutional issues including employee relations, HR administration, union relations, collective bargaining agreements and related HR topics.
2. Coordinate the day-to-day operations of the Human Resources Department including recruitment and selection, equal opportunity and diversity outreach, compensation and classification, personnel processing, personnel recordkeeping, personnel policies, employee appraisal and recognition, contract administration and employee relations; supervise, develop and evaluate Human Resources support staff.
3. Assist in selecting, training, supervising, and evaluating the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate.
4. Coordinate and administer the evaluation and classification and/or reclassification of all existing and new positions and position responsibilities, according to established policies and procedures.
5. Coordinate the development, implementation and modification of the human resources information system for the management of employee, retiree, contractor and related HR records and documentation. Serve as Department lead in the continued implementation of human resources information systems; facilitate continued modification following implementation.
6. Coordinate the handling of disciplinary matters. Counsel managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters. Investigate grievances or complaints and prepares written reports/responses.
7. Ensure compliance with the District's EEO Plan in various aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs, and services.
8. Oversee functions associated with risk management as assigned and ensure compliance related to ADA, sexual harassment, discrimination, Title IX and EEO.
9. Develop and coordinate the gathering and analysis of data used in contract negotiations; participate in negotiations and contract administration; interpret bargaining unit contracts, Memoranda of Understanding, Administrative and Board policies.
10. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
11. Maintain an understanding of current ideas, trends, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
12. Gather and analyze data in support of special projects and prepare special reports as directed.
13. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Human Resources administration and practices in public higher education.
2. Using and applying Human Resource Information System technology.
3. Job evaluation and classification techniques.
4. Compensation practices, methods and techniques.
5. Applicable federal and state laws, rules and regulations.
6. Principles of supervision, training, performance evaluation and discipline.
7. Leadership, team building, motivation and conflict resolution principles.

8. Collective bargaining and labor relations in the public sector.
9. Fair employment practices and recruitment and selection procedures leading to a diverse pool of qualified applicants.

SKILLS & ABILITIES:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Demonstrated success in labor relations/negotiations.
3. Organize and direct workflow.
4. Communicate effectively and persuasively both orally and in writing with faculty, staff, administrators, constituents and representatives.
5. Effectively mediate disputes and resolve conflict.
6. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
7. Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
8. Manage a number of projects and issues simultaneously.
9. Prioritize and organize information.
10. Work effectively under pressure.
11. Work with difficult individuals.
12. Demonstrated success with extensive public contact with individuals, small groups and large groups.
13. Conduct complex data comparison, analysis and synthesis.
14. Attend to detail.
15. Train, supervise, evaluate and manage the performance of others performing human resources work.
16. Demonstrated flexibility and adaptability.
17. Perform with tact, patience and sensitivity.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required, Master's preferred, from an accredited institution in a relevant discipline.
2. Increasingly responsible human resources management experience which demonstrates the attainment of competencies sufficient to successfully perform the key duties and responsibilities of the position.
3. Demonstrated higher level critical thinking, problem solving and analysis.
4. Human Resources experience in public higher education, including community college, is preferred.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Variable hours including early mornings, evenings and weekends.
3. Extended periods of time sitting.

EMPLOYMENT STATUS

Classified Administrator

Leadership X

Approved: August 29, 2015