

DESERT COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES MANAGER

BASIC FUNCTION

Under direction of assigned supervisor, perform advanced Human Resources analysis duties in support of the District's Human Resources Department; assist in managing daily operations, including, but not limited to, planning, organizing, and coordinating Human Resources functions of the District; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Perform a range of human resources functions, including but not limited to, employee relations, human resources administration, classification and compensation, and related human resources topics.
2. Assist in the coordination of the day-to-day operations of the Human Resources Department including recruitment, employment offers and contracts, personnel processing, personnel recordkeeping, personnel policies, employee recognition, reports, and employee relations.
3. Analyze human resources process and procedures, including evaluation, recruitment, and other functions, develop recommendations for improvements, and implement.
4. Assist in the development, implementation, and monitoring of the human resources information system (HRIS) and recruitment systems. Assist in management of the Human Resourced departmental budget.
5. Select, supervise, develop, and evaluate assigned Human Resources staff; recommend transfers, reassignments, discipline, terminations, promotions, and other personnel actions, as appropriate. Direct work plan objectives and work flow, as assigned.
6. Coordinate the evaluation process, according to established collective bargaining agreements, Leadership Handbook, and Board of Trustee policies and procedures.
7. Assist in the coordination of the development, implementation, and modification of the human resources information system for the management of employee, retiree, independent contractor, and related human resources records and documentation. May serve as Department lead in the continued implementation of human resources information systems; and facilitate continued modification following implementation.
8. Coordinate and provide institutional training, as directed.
9. Inform managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters. Assist in investigations of grievances or complaints.
10. Assist in the development of, and ensuring compliance with, the District's EEO Plan in various aspects of employment and education; facilitate and foster diversity in staffing, programs, and services.
11. Gather and analyze data for negotiations and interpret and apply bargaining unit contracts, Memoranda of Understanding, Administrative and Board policies. Provide information to District employees, as necessary.
12. Maintain harmonious relationships with departments, employees, community members, students, and other contracts.

13. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details.
14. Maintain an understanding of current ideas, trends, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
15. Oversee and direct content and information on, and integrity of, the Human Resources website and social media presence.
16. Gather and analyze data projects, as directed.
17. Serve on District-wide committees regarding the department and participatory governance, as assigned.
18. Perform other related duties, as assigned.

KNOWLEDGE AND ABILITIES

1. Human Resources administration and practices, preferably in public higher education.
2. Using and applying Human Resources Information System technology.
3. Job evaluation and classification philosophy and 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 AND 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, staff, and community.
2. Communicate effectively and persuasively both orally and in writing.
3. Effectively mediate disputes and resolve conflict.
4. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
5. Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
6. Manage a number of projects and issues simultaneously.
7. Prioritize and organize information.
8. Work effectively under pressure and timeline demands.
9. Demonstrated success with extensive public contact with individuals, small groups, and large groups.
10. Conduct complex data comparison, analysis, and synthesis. Ability to prepare complex reports.
11. Attend to detail.
12. Train, supervise, evaluate, and manage employees.
13. Demonstrated flexibility and adaptability.
14. Perform with tact, patience, and sensitivity.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required, Master's preferred, from an accredited institution.
2. Three years human resources experience.
3. Increasingly responsible human resources experience that demonstrates the attainment of competencies sufficient to perform the key duties and responsibilities of the position successfully.
4. Demonstrated high-level critical thinking, problem solving, and analysis.
5. Human resources experience in the public sector is preferred.

WORKING CONDITIONS:

1. Office environment.
2. Variable hours including early mornings, evenings, and weekends.

EMPLOYMENT STATUS

Classified Administrator (Supervisor)

Leadership VII

Approved by the College of the Desert Board of Trustees, March 17, 2017