

# *Barstow Community College District*

## **JOB DESCRIPTION**

### **POSITION: DIRECTOR OF HUMAN RESOURCES**

Under the general direction of the Superintendent/President, the Director performs a wide variety of human resources functions including but not limited to the following: District human resources activities; faculty, staff and management recruitment and selection processes; staff development; initiation and implementation of personnel rules, policies and procedures; employee benefits administration; workers compensation administration; labor contract management; employee evaluation, documentation and disciplinary matters; personnel-related statutory and regulatory compliance; and supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES**

The incumbent is responsible for the day-to-day and long-range operations of human resources.

Develops, recommends and monitors budgets for areas of responsibility.

Reviews and evaluates pending legislation, legal mandates, regulations and guidelines which may affect the District's programs and systems which includes EEOC, staff diversity, equal opportunity and anti-discrimination; responsible for analysis, interpretations and compliance with federal and state laws and regulations relating to human resources (e.g., Americans With Disabilities Act, EEOC, Fair Labor Standards, Drug Free Workplace, Workers' Compensation).

Serves as a member of the District's collective bargaining team; manages unit collective bargaining agreements, including grievance processing and implementation of salary schedules. Investigates complaints of discrimination under District, federal and state procedures and prepares responses, including coordination with attorneys who may represent the District; provides leadership in representing the District in employee disciplinary actions, grievance resolution, hearings and representation before various agencies.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Interpret, monitor and assure compliance with various federal and state laws, rules and regulations related to Human Resources functions; develop policies and procedures related to compliance.

Develops, implements and maintains appropriate employee recruitment, screening, selection and evaluation processes, including the adherence to minimum qualification standards and the maintenance of the District's classification system, recruiting a sufficiently diverse pool of applicants for all college vacancies and organizing screening and selection committees pursuant to shared governance agreements.

Direct the Classified job classification process; advise on and monitor salary placements; assist with position development and position planning including appropriate and job descriptions.

Direct the administration of the employee health and welfare benefits program; assure compliance with appropriate laws and policies; direct the administration of the COBRA health benefits continuation program.

Administer the diversity plan coordinate with campus diversity committees, and apply related guidelines and legislation in hiring decisions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Develop and prepare the annual preliminary budget for Human Resources; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Leads and manages multiple institutional initiatives and performs special studies and other administrative tasks as necessary and assigned. Serve as campus evening supervisor on a rotational basis with other administrative/management personnel.

Perform other work related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of

Principles, trends, methods, strategies and procedures pertaining to human resources management, labor relations, staff diversity and staff development, institutional research and grants development

Principles, methods, techniques and strategies of organizational planning, evaluation and forecasting

Principles and practices of management and supervision

Legal mandates, policies and procedures, appropriate to the administration of a comprehensive human resources program in a community college, e.g., the Education Code, retirement systems that apply to community college personnel and affirmative action

Data management, storage and retrieval systems and an understanding of the dynamics of the changing environment in information technology

California Code of Regulations Title 8 (Cal OSHA)

Federal OSHA regulations

Possess the ability to :

Develop, design and implement reports, policies and studies covering a wide range of college institutional services concerns

Make clear and concise oral presentations

Establish and maintain effective and harmonious working relationships with a diverse population of students, staff and community

Communicate effectively both orally and in writing

Demonstrate understanding, sensitivity and commitment to meeting the needs of a diverse ethnic, cultural, socioeconomic and disability background of students, staff and community

Lead, develop, supervise and evaluate assigned personnel

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources, public administration, personnel management, industrial relations or related field from an accredited college/university. Three years of leadership experience as an administrator in education, business or government.

Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.

### **DESIRED QUALIFICATION**

Masters degree from a regionally accredited institution in the Disciplines identified above  
Five years of related senior level experience as an administrator in education, business or government.

### **CONDITIONS OF EMPLOYMENT**

A full-time, 12 month, classified management position. Indexed to placement on the Management Salary Schedule at the Director II level. This position is subject to evening hours and weekends.

Board Approved 01/27/10