

Barstow Community College District

JOB DESCRIPTION

POSITION: ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

Under the direction of the President, plan, organize, control and direct the Human Resources functions of the District; interpret and assure compliance with collective bargaining agreements and various state and federal laws, codes, rules and regulations related to Human Resources; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

- Plan, organize, control and direct the various Human Resources function of the District.
- Interpret, monitor and assist with the compliance of assigned collective bargaining agreements for employees including administrators; conduct meetings with union representatives and others to discuss issues related to contracts and to resolve issues involving employee relations or contractual interpretations or disputes.
- Administer the discipline process including terminations; coordinate related hearings; administer the employee formal and informal grievance processes; communicate with administrators, conduct investigations and hearings as appropriate, serve as hearing officer, coordinate with legal counsel and make recommendations to the President and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution.
- 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.
- Serve as member of the District negotiating teams as assigned; assist in the preparation of materials for collective bargaining; interpret provisions of negotiated contracts to staff and ensure that all actions taken under the employer/employee relations contracts are in conformity with the contract and governing laws; monitor and expedite the processing of employee grievances.
- 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.
- Review vacant and new positions to be hired; monitor the hiring process according to District procedures and legal requirements; review the committee and applicant pool for adherence to diversity guidelines; review data to evaluate the effectiveness of employment processes including recruitment and executive searches.

- Direct the classification process; advise on and monitor salary placements; assist with position development and position planning including appropriate and legal job descriptions.
- Direct the contracting and administration of employee health and welfare benefits; assure compliance with appropriate laws and policies; direct administration of COBRA.
- Administer the diversity plan; investigate and administer discrimination complaints, report data to the state and Board of Trustees; coordinate with campus diversity committees, and apply related guidelines and legislation in hiring decisions.
- Provide technical expertise, information and assistance to the President regarding assigned functions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- 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.
- Operate a computer and other office equipment as assigned.
- Attend and conduct a variety of meetings as assigned; serve on the President's Cabinet and various advisory groups as assigned.
- Serve as campus evening supervisor on a rotational basis with other administrative/management personnel.
- Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of

- Planning, organization and direction of the Human Resources functions of the District.
- Principles and practices of the Human Resources administration including classification and compensation, collective bargaining, recruitment and hiring, diversity training, benefits programs, complaint resolution, organizational management and strategic planning.

- Applicable Education Code, laws, codes, regulations, policies and procedures related to personnel functions, collective bargaining and employee relations in a community college.
- Employment practices related to faculty, administrators and classified staff.
- Budget preparation and control.
- Oral and written communication skills.
- Principals and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to

- Plan, organize, control and direct the Human Resources functions of the District.
- Administer collective bargaining agreements including negotiations, discipline, terminations and grievances.
- Interpret and assure compliance with the collective bargaining agreements and various state and federal laws, Education Code, codes, rules and regulations related to Human Resources.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

REQUIRED QUALIFICATIONS

Bachelor's degree in human resources, public administration, personnel management, industrial relations or related field from an accredited college/university. Master's degree or the equivalent is preferred.

A minimum of three years experience in public education relating to personnel issues.

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

WORKING CONDITIONS

Environment: Office environment.

Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read a variety of materials; and dexterity of hands and fingers to operate a computer keyboard.

Hazards: Contact with dissatisfied or abusive individuals.

CONDITIONS OF EMPLOYMENT

A full-time, 12 month, certificated management position. Indexed to placement on the Management Salary Schedule at a Range 17. This position is subject to evening hours and weekends.

Board approved: 11/25/13