

Barstow Community College District

Vice President of Human Resources

DEFINITION:

Under the direction of the Superintendent-President or designee, the Vice President of Human Resources serves as the Equal Employment Opportunity and Diversity Officer (EEO), Title IX Officer for the college and Administrative Executive Leader. Responsible for recruitment, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions; coordinate and direct personnel, payroll and benefits, fiscal management, resources, communications and information to meet district needs; and supervise and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES:

- Plan, organize, direct, and provide leadership for assigned human resources functions, services, and activities including recruitment, employment, labor relations, employee relations, classification and compensation, employee discipline, position control, staffing, and professional development.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies, procedures, and programs.
- Monitor and evaluate the efficiency and effectiveness of departmental service delivery methods and procedures and recommend, within departmental policy, appropriate service and staffing level.
- Oversee and participate in the development and administration of the human resources department and permanent labor annual budget; participate in the forecasting monitoring and approving expenditures; implement adjustments and applying zero-budgeting practices.
- Ensure the labor budget aligns with the organizational staffing model and complies with current laws and regulations.
- Evaluate, recommend, and implement strategies to improve institutional policies and practices to foster high levels of campus engagement, improve employee morale, and reduce employee turnover.
- Plan, direct, and coordinate the work of assigned staff, review and evaluate work products, methods, and procedures; and organize and meet with staff to plan, develop, and implement effective programs and services in assigned areas of responsibility.
- Responsible for the oversight of payroll and benefits programs.
- Consult with and advise administrators, managers, and supervisors on a variety of human resources matters including in the interpretation and application of policies and procedures related to personnel, collective bargaining agreements, federal laws, state laws, California Education Code, and other applicable legal guidelines and rulings; and ensure personnel actions comply with current law and policies.
- Recommend, plan, design, and implement training sessions for employees throughout the District, including trainings on effective management practices, customer service, performance management, leadership development, and succession planning. Plan schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions;

- Serve as Lead Negotiator for the District in bargaining unit contract negotiations; review and analyzing bargaining proposals from labor unions; in consultation with Superintendent-President, and District negotiating team prepare District proposals and counter-proposals for contract negotiations.
- Assist administration with District adherence to collective bargaining agreements; investigate and address employee grievances arising out of the application and interpretation of the collective bargaining agreements.
- Assign and oversee a variety of employment investigations including complaints and allegations of: unlawful discrimination, sexual harassment, and hostile work environment.
- Manage and oversee the human resources information systems (HRIS) including HR website; Development, implement, and update HRIS systems in collaboration with Information Systems staff.
- Oversee the processing of personnel transaction documents, maintenance of personnel records and files, and security and accessibility of those documents and records.
- Prepare a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, contracts, documents, and other materials. Provide presentations of reports as required.
- Develop and maintain a comprehensive staffing plan and position control for the District; conduct studies related to compensation, benefits, and classification of positions; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; gather, analyze, and interpret compensation and benefits data. Oversee District reorganizations and classification review request processing.
- Serve as the District's EEO and Diversity and Title IX Compliance Officer; assist in developing and administering the District's Equal Employment Opportunity (EEO) and Diversity Plan and related policies and programs to assure compliance with federal, state, and District regulations.
- Keep abreast of laws, regulations, legislation, and court decisions pertaining to human resources programs and services; recommend and assist in implementation of changes in policy or procedures as necessary to ensure compliance with applicable laws and regulations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources, program development, and implementation.
- Continuously review, evaluate, and modify performance evaluation tools to ensure alignment with the district goals, priorities, and job descriptions to administer effectively performance evaluations.
- Plan, organize, prepare, and direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel, including but not limited to employee retention studies, campus/department climate, and budget analysis. Plan, organize, and present a variety of written and oral reports to the Board of Trustees, Superintendent-President, District Management Team and other District constituent groups.
- Contribute and ensure the comprehensive master plan, institutional goals, and district priorities are achieved.
- Perform related duties and responsibilities as required.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- Principles, trends, methods, strategies and procedures pertaining to human resources management, labor relations, staff diversity, equity, inclusiveness, and access, and staff development.
- Principles, methods, techniques and strategies of organizational planning, evaluation and forecasting.

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- Principles and practices of management and supervision.
- Wage and salary administration; job and compensation analysis; job descriptions and classification systems; and legal mandates, policies and procedures appropriate to the administration of a comprehensive human resources program in a community college.
- Data management, storage and retrieval systems and an understanding of the dynamics of the changing environment in information technology.

Ability to:

- Develop, design and implement reports, policies and studies covering a wide range of college concerns.
- Apply technology to effectively and efficiently manage services.
- Establish and maintain effective and harmonious working relationships with a diverse population of students, faculty, staff, administrators, and community.
- Communicate effectively both orally and in writing.
- Make clear and concise oral presentations.
- Work in an atmosphere of participatory governance with decision-making.
- Demonstrate consensus-building skill.
- Demonstrate understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic and disability backgrounds of students, faculty, staff and community.
- Lead, develop, supervise, and evaluate assigned personnel.

EDUCATION AND EXPERIENCE:

- Possession of a Master's degree and three (3) years related experience with a major in human resources management, business administration, public administration, or related field or the equivalent combination of education and experience.
- One (1) year of supervisory and management experience.

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. Ability to sit for a long period. Ability to lift and carry 10 lbs.

STATUS/RATIONALE

This is a non-educational executive administrator position, Range A2. This position has direct responsibility for formulating and implementing policy regarding the Human Resources of the College and the District.

Board Approved: June 21, 2023

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