



**BARSTOW COMMUNITY COLLEGE
JOB DESCRIPTION**

Classification Title:	Director of Human Resources	Salary Grade: Management 15
FLSA:	Exempt	Date Revised: January 21, 2026

PRIMARY PURPOSE:

Under the general direction of the Vice President of Human Resources, the Director of Human Resources plans, manages, reviews and coordinates operations of assigned areas, including but not limited to recruitment, onboarding, payroll operations, benefits and retirement, collective bargaining, employee relations, staff equity and diversity, unlawful discrimination, and/or ADA accommodations; is responsible for ensuring the continuity, effectiveness, and successful delivery of Human Resources and Payroll services to all college employees, and analyzes and develops process improvement procedures to advance operational effectiveness. This position provides consulting services to the Vice President of Human Resources and district departments related to all aspects of human resources and payroll operations.

DISTINGUISHING CHARACTERISTICS:

ESSENTIAL DUTIES and RESPONSIBILITIES:

Examples of essential functions are interpreted as being descriptive and not restrictive in nature. The description below is intended to provide a summary of the typical functions of the position and is not intended to be an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties of the position.

1. Plans, manages, reviews, and coordinates operations of assigned areas; assists the Vice President of Human Resources in completing time-sensitive and priority issues.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate changes and allocation of resources to improve efficiency and equity outcomes.
4. Plans, directs, coordinates, and reviews the work plan for assigned functions.
5. Participates in the development and administration of the Human Resources annual budget.
6. Provide leadership and oversee employee data collection, analysis, and reporting; ensure effective and efficient administration of software, management tools, and database systems.



**BARSTOW COMMUNITY COLLEGE
JOB DESCRIPTION**

7. Promotes and implements the District's Equal Employment Opportunity and Diversity Plans in the administration of human resources policies, procedures, services, and Programs, including recruitment and selection, and compliance with ADA and FMLA.
8. Ensure compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations.
9. Participate in the participatory governance system; collaborate on a variety of institutional issues, including employee relations, human resources administration, union relations, new employee programs, collective bargaining agreements, and related human resources topics.
10. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
11. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
12. Coordinates a variety of organizational studies and operational studies; recommends modifications to human resources programs, policies, and procedures as appropriate.
13. Serve as a liaison for Human Resources to other departments, divisions, and outside agencies, including staff, faculty, students, union representatives, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies.
14. Provide accurate and consistent application of Education Code and Title 5 human resources requirements across the District.
15. Attend and participate in committees, professional group meetings; maintain awareness of new trends and developments in the field of human resources.
16. Respond to and resolve sensitive inquiries and complaints.
17. Perform related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited institution in human resources, personnel management, public administration, or related field.
- And, five (5) years of related professional and increasingly responsible work experience.



**BARSTOW COMMUNITY COLLEGE
JOB DESCRIPTION**

- Or, any combination of education, training, and experience which would provide the required equivalent qualifications for the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Individuals must possess the knowledge, skills, and abilities or be able to perform the essential functions of the assigned classification, with or without reasonable accommodation(s), using some other combination of skills and abilities.

Necessary knowledge, skills, and abilities are as follows:

Knowledge of:

- District and college organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- California Education Code and other applicable laws and regulations related to the area of assignment.
- Division, department, and/or program organization, policies, procedures, rules, and regulations related to the area of assignment.
- Policies, procedures, rules, and regulations related to accessing and processing confidential information and materials.
- Federal Educational Rights and Privacy Act (FERPA).
- Health Insurance Portability and Accountability Act (HIPAA).
- Occupational Safety and Health Administration (OSHA).
- Principles, practices, laws and trends of public personnel administration and risk management.
- Project management and process assessment.
- Applied statistics.
- Job analysis and evaluation methodologies.
- Principles of sound employer/employee relations and practices.
- Equal opportunity employment guidelines, laws, regulations, and practices
- Benefits and safety programs administration.
- Budget preparation and maintenance.
- Office administration and management practices and procedures.
- Emerging technologies and trends related to the area of assignment.
- Principles and practices of effective communication.
- Terminology, work processes, and local, state, and federal requirements applicable to the area of assignment.
- Public agencies, organizations, elected officials, and appointed committees.
- Principles and practices of public administration procedures.
- Basic accounting principles and practices related to budgeting, purchasing, and maintenance of assigned accounts.
- Record keeping, filing, file sharing, and filing systems methods and techniques.
- Modern office practices, methods, and techniques.
- Confidential record keeping, filing, file sharing, and filing systems methods, techniques, and procedures.



BARSTOW COMMUNITY COLLEGE JOB DESCRIPTION

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer software programs and applications, hardware and peripheral equipment related to the area of assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Perform the essential responsibilities of the position.
- Oversee multiple and changing priorities related to the area of assignment.
- Learn and apply emerging technologies and advances related to the area of assignment.
- Compose correspondence and other written materials.
- Edit, update, and maintain written materials to ensure accuracy, completeness, and compliance to District and/or college policies and procedures.
- Make mathematical calculations quickly and accurately.
- Assist in the development, direction, and coordination of personnel policies, programs and services.
- Interpret, apply, and explain a variety of rules, regulations, policies, and guidelines, including Federal and state legislation and California Education Code.
- Analyze problems.
- Effectively counsel and assist staff, faculty, administrators, and the general public.
- Assist with employee benefits, records management, classification, and compensation.
- Communicate effectively both orally and in writing.
- Evaluate candidate qualifications and academic transcripts.
- Review and analyze data and make recommendations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Assign and review the work of others.
- Work independently with little direction.
- Interact with others using tact, patience, and courtesy.
- Train and evaluate staff.
- Use personal computer and operate standard office equipment with proficiency.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Complete work efficiently with a variety of interruptions from administrators, management, faculty, staff, students, and the public.
- Understand and follow verbal and written directions.
- Understand the scope of authority in making independent decisions related to the area of assignment.
- Review situations accurately to determine the appropriate course of action according to established guidelines.
- Operate a variety of computer software programs and applications, databases, computer hardware, and peripheral equipment.
- Participate in District/college efforts to increase the diversity of faculty and staff and



BARSTOW COMMUNITY COLLEGE JOB DESCRIPTION

address student achievement gaps.

- Provide active assistance in creating a welcoming and inclusive work and educational environment.
- Attend and participate in diversity, equity, and inclusion trainings and events.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS:

- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

WORKING RELATIONSHIPS:

- **Internal:** Serves as a central liaison with District and/or campus administrators, management, faculty, staff, and students related to the area(s) of assignment.
- **External:** Works with external vendors, independent contractors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, community organizations, and the public

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- Regularly required to sit, walk, and/or stand; speak or hear, using a variety of communication modalities.
- Dexterity of hands and fingers to operate a variety of computer and/or office equipment and peripherals.
- Bend at waist, kneel, crawl, and/or crouch.
- Move about the college and/or District site(s), as needed.
- Specific vision abilities required by this position to include close vision and the ability to adjust focus and view computer screens, printed documents, and instructions.
- Occasionally lift and carry up to 25 pounds unassisted and up to 50 pounds with assistance.

Mental Demands

- Perform detailed work and multitasks effectively while coordinating multiple concurrent tasks.



BARSTOW COMMUNITY COLLEGE JOB DESCRIPTION

- Use written and verbal communication skills.
- Read and interpret data, information, and documents.
- Analyze and solve problems.
- Learn and apply new information and/or skills related to the area of assignment.
- Subject to frequent interruptions and interactions with District and/or college faculty, staff, management, students, and the public.

WORK ENVIRONMENT AND CONDITIONS:

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions

- Primarily works in an office and/or indoor environment.
- Hazards: Contact with dissatisfied or abusive individuals.
- Subject to frequent interruptions and shifting priorities to meet operational needs.
- Subject to moderate noise levels depending on the activities of the office.
- May require extended or irregular hours to meet the needs of the District and/or the area of assignment.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

Barstow Community College is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. Barstow Community College is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

Barstow Community College looks for equity-minded and inclusive individuals who represent the community's diversity and demonstrates a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.

Board Approval Date: January 21, 2026