



<b>Position:</b> Associate Vice President of Human Resources and Equal Employment Opportunity	<b>Position Number:</b>
<b>Department/Site:</b> Office of Superintendent/President	<b>FLSA:</b> Exempt – Administrative (Classified Management)
<b>Reports to:</b> Superintendent/President or assigned administrator	<b>Salary Range:</b> I(a)

**DEFINITION**

Under administrative and general policy direction, provides highly responsible and complex management assistance in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the Human Resources function, including recruitment and selection, employee leaves and benefits administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, equal employment opportunity, workers’ compensation, discipline, complaint and grievance processing, and general human resources administration; develops and implements programs for and promotes diversity in the District’s workforce; investigates and/or coordinates investigations of discrimination, retaliation, and harassment complaints from employees and students; coordinates assigned activities and fosters cooperative working relationships among District divisions, departments, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Superintendent/President in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the District Superintendent/President. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general and direct supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is an executive management classification that plans, oversees, and participates in all Human Resources activities. This class provides assistance to the Superintendent/President in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing and directing many of the division’s day-to-day administrative functions and assisting in short- and long-term planning, development, and administration. Serves as the District’s Chief Human Resources Officer. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District divisions, departments, and other organizations.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes management responsibility for human resources functions and activities, including recruitment and selection, employee leaves and benefits administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, equal employment opportunity, workers’ compensation, discipline, complaint and grievance processing, and general human resources administration
- Serves as the District’s Equal Employment Opportunity (EEO) Officer, the District’s Title IX Officer, and the ADA Officer for employees; is the District’s liaison with legal and regulatory agencies in all matters regarding compliance with federal and state anti-discrimination laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age

Discrimination in Employment Act, California Fair Employment and Housing Act (FEHA), Title IX of the Education Amendments Act of 1972, Title 5 of the California Code of Regulations, relevant sections of the Education Code, and other related laws and regulations; serves as District contact for all complaints filed for discrimination, including sexual harassment.

- Develops and implements goals, objectives, policies, and priorities for the assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees the Human Resources annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Superintendent/President.
- Acts as chief spokesperson and chair in negotiating collective bargaining agreements; assists in the development of bargaining strategies; communicates and conducts presentations for the Executive Management Team and Board of Trustees on progress of negotiations.
- Administers agreements with represented and unrepresented employee groups; serves as District's liaison to labor organizations in analyzing problems, issues, and concerns, and in developing alternative solutions.
- Represents the District in labor grievances, mediations, arbitrations, disciplinary proceedings, and reduction-in-force activities; coordinates with legal counsel on personnel-related legal matters.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Superintendent/President; directs the implementation of improvements.
- Conducts and/or coordinates internal investigations regarding unlawful discrimination, including sexual harassment, such as interviewing parties, preparing reports, and analyzing investigative reports of findings and making recommendations for resolution.
- Prepares reports on employment/staff diversity as required by the District, State Chancellor's Office, federal, and state administrative agencies.
- Meets and confers with division staff regarding interpretations of human resources policies and procedures.
- Oversees the management of the Equal Employment Opportunity program; ensures District compliance with rules, regulations, and training requirements; oversees the work of vendors performing investigative services on the District's behalf; communicates with complainants, respondents, witnesses, unions, attorneys, and management regarding a variety of matters related to the processing of complaints of unlawful discrimination; responds to the EEOC and DFEH in regards to allegations of discrimination.
- Manages the reasonable accommodation interactive process pursuant to the guidelines established in the FEHA and the ADA; coordinates and oversees the interactive process with employees requesting accommodations; works with consultants to ensure the District remains in compliance with federal, state, and local requirements, rules, and regulations.
- Directs and promotes the human resource development program including new employee orientation, training for staff, administrators, faculty, and supervisors, performance appraisals, professional development opportunities and programs, employee assistance, and exit interviews.
- Serves as a liaison for the division with other District divisions, departments, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; represents the department to other District departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Develops and presents training for screening and selection committees and other staff regarding laws, regulations, policies and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Executive Management Team and Board of Trustees, as assigned by the Superintendent/President.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practice of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques of human resources management in a public agency setting, including the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations problems and issues associated with the management of human resources programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of human resources programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the division in meetings with unions, governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

### **Education and Experience:**

- A master's degree in human resources management, organizational leadership, public or business administration, law, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Five (5) years of administrative leadership experience appropriate to the assignment.
- Work experience in higher education highly desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.