

May 14, 2012

VICE PRESIDENT, HUMAN RESOURCES

OVERVIEW

Under the direction of the President/CEO, plan, organize, control and direct College-wide human resources operations, activities and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation and compensation of classified and academic College employees; coordinate and direct communications, resources, programs, policies, services, labor relations, contract administration and information to meet College human resources needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct College-wide human resources operations, activities and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation and compensation of classified and academic College employees; establish and maintain related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures
- Direct the development and implementation of Human Resources programs, projects, processes, services, labor relations, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements
- Direct the planning, development and implementation of policies, procedures, programs, processes and services to enhance the financial effectiveness and operational

efficiency of Human Resources operations and activities; develop, implement and utilize measures and methodology for determining the effectiveness of Human resources, programs and services

- Provide technical information and assistance to the President/CEO regarding Human Resources activities, needs and issues; collaborate with the President/CEO and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the College; develop, analyze and maintain benchmarks and trend data related to Key Performance Indicators; prepare related reports to assist with College planning and decision-making
- Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, contracts and related standards, requirements, practices, procedures, laws, regulations and policies
- Plan, organize, control and direct the evaluation process for College-wide employees; coordinate, monitor and assure smooth and efficient activities related to the performance appraisal system for staff; assure proper preparation and maintenance of related records and documents; direct activities to assure appropriate response to salary increases and promotions
- Coordinate and direct collective bargaining activities for classified and academic bargaining units; serve as the College's chief negotiator with bargaining unit representatives; oversee the maintenance and updating of collective bargaining agreements; maintain confidentiality of sensitive and privileged information; direct the development and implementation of labor contracts and grievance procedures

Additional MAJOR DUTIES AND RESPONSIBILITIES and the required KNOWLEDGE and ABILITIES to perform the duties of this position are described in detail on the online job posting at <http://hrjobs.mtsac.edu>

EDUCATION & EXPERIENCE

Master's degree, (doctorate degree preferred) in Human Resources, Personnel Management, Public Administration, Business Administration, Organizational Management, Law, or a related field. Five years of increasingly responsible administrative experience directly managing a Human Resources office. Experience in higher education desirable.

LICENSES AND OTHER REQUIREMENTS

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

APPLICATION PROCEDURE

Apply between **May 14, 2012** and **4 PM, June 13, 2012**. Paper applications are no longer accepted and incomplete packets will not be considered.

Applicants must submit all of the following materials online to be considered for this position:

1. A Mt. San Antonio College **online application** which may be accessed at **<http://hrjobs.mtsac.edu>**
2. A cover letter indicating how qualifications and required experience are met
3. A detailed résumé that summarizes educational preparation and professional experience for the position
4. A minimum of **three** letters of recommendation; Confidential letters are not required, but, if preferred, see online posting details, "Instructions re: Confidential references:"
5. College and/or university transcripts showing the awarded/conferred degree to meet required educational qualifications (unofficial transcripts are acceptable at the time of application)

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Please note: A confirmation number will be assigned when your application packet indicates

the supplemental questions have been answered and a document has been attached to a required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225** E-mail: **employment@mtsac.edu**.

For more details about this position, direct inquiries to:

Michael Gregoryk
Vice President, Administrative Services
(909) 274-4230
mgregoryk@mtsac.edu

CONDITIONS OF EMPLOYMENT

Any provisional offer of employment is dependent upon the candidate's successful completion of their fingerprint clearance prior to the start of employment. Additionally, the cost of the fingerprint clearance will be borne by the candidate.

SELECTION PROCEDURE

A screening committee will evaluate applicants, taking into account the breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Selected applicants will be invited for an interview. (Costs reimbursed up to \$500 per candidate for over 150 miles one-way). Each candidate interviewed will be asked to complete a writing assignment one hour prior to the scheduled interview. The screening committee will recommend finalists to the College President. The preferred beginning date of employment is to be determined.

***SALARY & BENEFITS**

Salary Range: \$177,272 - \$199,500 annually

Mt. San Antonio College offers a highly competitive executive compensation package, which includes base salary, medical, dental, vision benefits, and life insurance benefits, vacation and sick leave, and opportunities for professional development. Lifetime medical benefits are provided for eligible retirees.

The District participates in the Public Employees' Retirement System (PERS) and State Teachers' Retirement System (STRS) retirement programs.

*Subject to change.

We reserve the right to reopen, re-advertise, delay or cancel filling this position.