

**DEPUTY DIRECTOR, HUMAN RESOURCES**

**DEFINITION**

Under the administrative direction of the Vice President, Human Resources, and in support of the Division of Human Resources, the Deputy Director, Human Resources provides leadership and oversight for the analysis, development, implementation, and evaluation of specific services and programs. This position is a mandated reporter and serves as the College Compliance Officer and College Title IX Coordinator.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Human Resources. Represents the Vice President, Human Resources in their absence and as assigned. Exercises general direction and supervision over assigned staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

1. Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College operations and activities; responds to inquiries and provides detailed and technical information concerning personnel matters; assures proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
2. Provides administrative leadership and oversight for assigned areas in Human Resources; promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Human Resources Division.
3. Plans, organizes, controls, and directs support services functions to assist the Vice President, Human Resources in planning, development, and implementation of College processes and Human Resources.
4. Provides advice and council to management staff regarding disciplinary and grievance resolution.
5. Serves as the College's diversity officer and contact in all matters regarding compliance with state and federal labor laws, sexual harassment, Equal Employment Opportunity (EEO) guidelines, relevant sections of the Education Code, and other related laws and regulations.
6. Assesses, develops, implements, and evaluates strategies to monitor and improve the quality of Human Resources; develops, disseminates, and interprets analytical information related to assigned areas and provides and/or oversees training in these areas.
7. Oversees all Professional and Organizational Development programs, services, and activities including the development, implementation, and improvement of course offerings provided through the Office of Professional and Organizational Development (POD) on an ongoing basis.
8. Oversees the activities of employment personnel in the functions of administration, hiring, recruiting, and payroll of employees.
9. Supervises and evaluates managers, staff, and faculty; interviews and selects employees; recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures.
10. Develops and prepares annual preliminary budgets for assigned programs; monitors and analyzes operations, activities, programs, and courses to determine educational and financial effectiveness and operational efficiency; periodically analyzes and reviews budgetary and financial data; controls and authorizes expenditures related to specific programs.
11. Provides technical information and assistance to the Vice President, Human Resources, regarding Human Resources needs and issues.
12. Participates in collective bargaining negotiations and contract management for the College and advises management and the Governing Board on all matters relating to labor/employee relations.
13. Develops strategies and provides leadership and assistance for in-service training of management staff in regulatory laws, directives, and principles of personnel management.

14. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Educational policies and practices that impact the Human Resources services to campus community.
2. Specific strategies, research, and techniques to address the unique educational needs of a college campus community.
3. Diversity, equity, and inclusive practices, strategies, and frameworks.
4. Principles and practices of effective leadership and administration of Human Resources programs, departments, and initiatives.
5. Administrative principles and practices, goal setting and strategic planning, monitoring, measuring, and reporting of goals, objectives, and outcomes.
6. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
7. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
8. Principles and procedures of record keeping, technical report writing, and preparation of correspondence, presentations, and reports.
9. Conflict resolution methodologies; effective labor relations with a focus on informal and formal dispute resolution strategies; negotiation techniques and public sector collective bargaining processes.
10. Modern office practices, methods, and computer equipment and applications.
11. Compliance investigation and report writing.

### **Skills & Abilities to:**

1. Analyze data and information, reason logically, and develop and present alternative solutions effectively both orally and in writing.
2. Work effectively with campus community, faculty, and staff from diverse backgrounds to promote access, equity, and inclusion; exercise judgment and discretion in handling confidential and sensitive matters.
3. Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines; make independent decisions within legal and general policy and regulatory guidelines.
4. Direct and work collaboratively in the development, analysis, implementation and institute educational effectiveness of College programs, services, initiatives, processes, systems and strategies.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulations, advisory directives, and procedures related to individuals' rights, including non-discrimination and protections related to protected groups and populations.
6. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
7. Serve as liaison between Human Resources and other College departments and teams to collaborate and coordinate mutual efforts.
8. Conduct effective negotiations and effectively represent the division and the College with governmental agencies, legislative bodies, and educational organizations.
9. Facilitate and enhance the participation governance processes and relationships through collaboration with faculty, staff, collective bargaining units, and campus community.
10. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare clear, effective, and concise reports, correspondence, policies, procedures, and other written materials.

11. Maintain current knowledge of developments and innovations in community colleges and higher education, recommends changes to maintain policies and procedures, and develops new initiatives and interventions to meet campus communities' needs.
12. Communicate effectively and clearly in person and through various medium.

**Education and Experience:**

*Any combination of training and experience equivalent to:*

Master's degree from a regionally accredited college or university with major coursework in Human Resources or a related field and five (5) years of increasingly responsible experience including three (3) years of supervisory experience.

**Preferred Qualifications:**

Experience in a K-14 environment preferred.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Occasional bending, stooping, kneeling, reaching, pushing, and pulling. Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff, campus community, and/or the public in interpreting and enforcing departmental policies and procedures.