

Job Description

Title:	Associate Vice President, Human Resources
Unit:	Management
Range:	23 - no change in salary
Committee Review:	11/4/2022
Synopsis:	Job description update with DEISAA
Rational	The essential functions are updated to reflect the Classification/Reclassification oversight, and DEISAA language was added per standards.
Incumbent	1 incumbent

ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES

DEFINITION

Under the administrative direction of the Vice President, Human Resources, and in support of the Division of Human Resources, the Associate Vice President, 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 which includes addressing compliance related to the U.S. Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH), U.S. Department of Education Office of Civil Rights (OCR), Title IX, Jeanne Clery Act, and related federal/state/local legislation. **The Associate Vice President, Human Resources may act as Vice President, Human Resources in their absence.**

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, ~~Instruction~~ **Human Resources**. Exercises general direction and supervision over **management**, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification that manages all activities related to student and employee Equal Employment Opportunity (EEO) and Title IX at the College. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Vice President, Human Resources in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work with other functions, programs, and departments.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Serves as the College's Compliance Officer and acts as the contact in all matters regarding compliance with state and federal labor laws, sexual harassment, EEO guidelines, relevant sections of the Education Code, and other related laws and regulations.
2. Oversees all College investigations of complaints of discrimination, alternative dispute resolution, EEOC/DFEH responses, and State Chancellor's Office affairs.
3. Develop comprehensive EEO/Title IX reports of findings of facts and recommendations for appropriate remedies within mandatory deadlines.
4. Advises and collaborates with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges, and concerns pertaining to unlawful discrimination, sexual harassment, and Title IX compliance; monitors and

- coordinates regulatory compliance with local, state and federal civil rights laws and regulations, including Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, and Violence Against Women Act (VAWA).
5. Coordinates and makes referrals for EEO/Title IX support services and as needed, the County Sheriff's Office.
 6. Oversees the activities of employment personnel in the functions of administration, hiring, recruiting, and payroll of employees.
 7. 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.
 8. 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.
 9. **Oversees Classification and Reclassification programs, including classification studies for new and existing classifications, the review and preparation of new or modified class specifications, new or modified position classification recommendations, salary placement recommendations, salary survey design and administration, job description maintenance and updates to the human resources website; participate in the Classification and Reclassification committees.**
 10. 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.
 11. Facilitates and collaborates with faculty and staff to review and provide recommended updates on relevant policies and procedures related to areas of assignment.
 12. 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.
 13. Provides advice and council to management staff regarding employee evaluations and disciplinary and grievance resolutions.
 14. 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.
 15. Supervises and evaluates managers and staff; 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.
 16. 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.

17. Provides technical information and assistance to the Vice President, Human Resources, regarding Human Resources needs and issues.
18. Develops strategies and provide leadership and assistance for in-service training of management staff in regulatory laws, directives, and personnel management principles.
19. **Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.**
20. **Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).**
21. **Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
22. **Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.**
23. **Prepares and delivers DEISAA minded presentations related to assigned areas as required.**
24. Participates on **and supports employee participation on** committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated **mandated** trainings **as required**.
25. ~~Prepares and delivers oral presentations related to assigned areas if needed.~~
26. ~~Participates in training as required~~ **Implements, enforces, supports, and abides** by federal, state and, local legislations **policies**, Board **policies** and a **Administrative policies-procedures**, and collective bargaining agreements.
27. Attend all Board Meetings and Board Study Sessions in person.
28. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. **Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.**
2. Principles and practices of supporting a diverse, equitable, inclusive, **socially just**, and anti-racist, **and accessible** academic and work environment.
3. Educational policies and practices that impact the Human Resources services to campus community.
4. Specific strategies, research, and techniques to address the unique educational needs of a college campus community.
5. Diversity, equity, and inclusive practices, strategies, and frameworks.
6. Principles and practices of effective leadership and administration of Human Resources programs, departments, and initiatives.
7. Administrative principles and practices, goal setting and strategic planning,

monitoring, measuring, and reporting of goals, objectives, and outcomes.

8. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Principles and procedures of record keeping, technical report writing, and preparation of correspondence, presentations, and reports.
11. Conflict resolution methodologies; effective labor relations with a focus on informal and formal dispute resolution strategies; negotiation techniques and public sector collective bargaining processes.
12. Compliance investigation and report writing.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, **socially just**, and anti-racist, **and accessible** in recruitment and retention of faculty and staff.
2. **Implement**, **articulate** **for**, and communicate the College's vision and commitment to creating equity, diversity, inclusion, **socially just**, and anti-racist, **and accessible** academic and work environment.
3. Create and execute resources and programming towards the goal of being a diverse, equitable, inclusive, **socially just**, and anti-racist, **and accessible** academic and work environment.
4. **Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.**
5. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**
6. Analyze data and information, reason logically, and develop and present alternative solutions effectively both orally and in writing.
7. 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.
8. 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.
9. Direct and work collaboratively in the development, analysis, implementation and institute educational effectiveness of College programs, services, initiatives, processes, systems and strategies.
10. 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.

11. Serve as liaison between Human Resources and other College departments and teams to collaborate and coordinate mutual efforts.
12. Conduct effective negotiations and effectively represent the division and the College with governmental agencies, legislative bodies, and educational organizations.
13. Facilitate and enhance the participation governance processes and relationships through collaboration with faculty, staff, collective bargaining units, and campus community
14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare clear, effective, and concise reports, correspondence, policies, procedures, and other written materials.
15. 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.
16. Communicate effectively and clearly in person and through various medium.
17. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

1. Master's degree from a regionally accredited college or university with major coursework in Human Resources or a related field, and
2. Three (3) years of increasingly responsible management experience.

Preferred Qualifications:

1. Experience in a K-14 environment.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students; OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the 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.