CLASSIFICATION: Assistant Director of Human Resources

DATE APPROVED: 10/20/05

RANGE: 9 (Management Schedule)

DEFINITION

Under the general direction of the Director of Human Resources the Assistant Director of Human Resources is responsible for assisting with the overall management, coordination, and supervision of human resources and labor relations functions for the District. Assumes primary responsibility for Human Resources in the absence of the Director.

DUTIES AND RESPONSIBILITIES

1. Develops, implements, and supervises human resources functions and operations for: development and maintenance of job descriptions and salary schedules; recruitment, selection and employment procedures; processing all personnel actions including employment, transfers, promotions, classification and/or salary changes; evaluations; leaves of absence; resignations; retirements; terminations; and various other personnel-related actions.

2. Develops, coordinates, and supervises the maintenance of personnel recordkeeping procedures.

3. Assists with the development, coordination, and maintenance of an appropriate human resources information system.

4. Develops and implements procedures for processing and maintaining records for minimum qualifications for hire and faculty service areas for academic personnel.

5. Prepares and submits personnel-related items for President’s Cabinet review and Board agendas.

6. Participates in negotiations, and assists with the preparation and administration of collective bargaining contracts.

7. Assists with the development, revision, interpretation, and administration of personnel-related Board Policies, and administrative rules, regulations, and procedures.

8. Assists with the coordination and supervision of administrative procedures to implement the District’s health insurance benefits programs.

9. Conducts surveys or research and compiles, analyzes, and summarizes data on salaries, classification, benefits, or other personnel-related matters.

10. Participates in employee orientations and coordinates or conducts in-service workshops on human resources related topics.
11. Prepares, or assists with the preparation of, federal and state reports as required.

12. Assists with the development, preparation, and maintenance of human resources information for employee handbooks, and other administrative publications.

13. Develops and maintains employee seniority lists for academic and classified personnel.


15. Remains current, and serves as a resource for advising staff on laws, regulations, policies and procedures for human resources/labor relations functions for community colleges.

16. Assists with the selection, recommendation for employment, supervision, evaluation, and development of staff assigned to Human Resources.

17. Participates on committees, task forces, or other activities as assigned.

18. Represents the District at meetings, consortiums, or other external activities related to human resources and labor relations matters.

19. Assists with the development and monitoring of the Human Resources budget.

20. Participates in external organizations and/or other activities for professional development in the human resources/labor relations fields.

21. Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Required:**

1. Bachelor’s Degree in Business, Personnel Management, Public Administration, Organizational Management, Human Resources, Human Relations, or a related field; **OR** a combination of education and experience equivalent to the above.

2. Minimum of four years of varied and responsible human resources experience including recruitment, selection, employment, personnel processes/record keeping, development and implementation of personnel policies/procedures, and other human resources related functions.

3. Demonstrated knowledge of principles and practices for effective human resources administration in compliance with all federal and state laws and regulations.

4. Demonstrated computer literacy and knowledge/experience in the use and capabilities of human resources information systems.

5. Demonstrated ability to organize and implement effective operational procedures for support of human resources services.

6. Demonstrated ability to compile and analyze data and recommend alternative solutions to complex problems.

7. Demonstrated ability to interpret and apply policies, procedures, and practices.
8. Demonstrated ability to organize and supervise assigned staff.

9. Ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills and the courage and integrity to lead and accept responsibility.

10. Personal characteristics that ensure effective working relationships with all segments of the college and the public.

11. Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student, community, and employee population.

Preferred:

1. Human Resources experience in a public education environment, preferably at the community college level.

2. Knowledge of the California State Education Code, Government Code, Title 5 and/or other state regulations applicable to human resources functions for community colleges.

3. Demonstrated knowledge and/or experience in collective bargaining contract negotiations and labor relations functions in a public education environment, preferably at the community college level.

3/20/01: Board approved range change only.

5/02/01: Revised title per department name change.