CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

CLASSIFICATION: Director of Human Resources

DATE APPROVED: 4/2005

RANGE: Contract Salary
( Salary and other terms of employment will be negotiated.)

DEFINITION

Under the general direction of the President/Superintendent, the Director of Human Resources serves as the Chief Human Resources Officer and is responsible for: coordinating activities and services in a collaborative fashion with other college departments and outside agencies; advising and counseling senior and executive administration and the Board on policy and procedures, legal requirements and the impact of related legislation on the District and employees; providing highly responsible and complex administrative support to the President setting and providing a high standard of vision, leadership and direction for the District’s human resources efforts including but not limited to: recruitment, hiring, training, and retention of excellent and diverse employees, evaluation of employees, position control, office management, equal opportunity program, employer/employee relations, collective bargaining, contract management, grievance and conflict resolution, records management, staff diversity, staff development, discrimination complaint/conflict resolution including sexual harassment and ADA complaints, classification policies and procedures, employee benefits, and the monitoring of legislative changes and court decisions affecting community college personnel.

REPRESENTATIVE DUTIES

1. Leads, plans, supervises, coordinates and evaluates all areas of the human resources services and operation for effectiveness and efficiency.

2. Provides leadership, as the Board representative, in collective bargaining negotiations, contract preparation, and contract administration for all employee groups.

3. Develops, implements, maintains and monitors the college equal opportunity plan and oversees the investigation and resolution of complaints related to equal opportunity.

4. Develops, implements and monitors college processes, practices and procedures for the hiring of all employees.

5. Coordinates the timely and effective evaluation of all college employees.

6. Coordinates the development and maintenance of an appropriate human resources information system.

7. Recommends and implements human resources policies and procedures which ensure that the college is in compliance with all applicable laws and regulations.
8. Conducts salary, benefits and classification surveys.

9. Assists in resolving employee disciplinary problems and monitors disciplinary actions.

10. Represents the college at meetings on personnel, negotiations, and equal employment matters.

11. Supervises, motivates, trains, and evaluates managers, faculty, and staff in the HR area.

12. Prepares, submits, and manages categorical and general fund HR area budgets.

13. Works cooperatively with the college leadership team to ensure effective and responsive human resources services.

14. Anticipates, prevents, and resolves conflicts and problems under area of supervision.

15. Prepares federal and state reports and grants, work orders, facility assignments, equipment, supplies, and special requests.

16. Supervises the preparation of information related to human resources for catalogs, Board Policy, procedures, and employee handbooks.

17. Remains current on legislation and regulations, and represents the District in advocacy settings.

18. Advises, chairs, and supervises committees and task forces related to duties.

19. Participates in and supports the accreditation process.

20. Provides leadership in space and facilities planning.

21. Works with legal counsel for issue interpretation, advice, and/or action as needed.

22. Attends Board of Trustees meetings; initiates and provides input on issues affecting assigned functions; makes presentations, reviews and approves items submitted by HR area for presentations to the Board.

23. Recommends the selection of managers and staff in area.

24. Leads and participates in community, state, and national organizations and meetings.

25. Performs other related duties as assigned by the President/Superintendent.

QUALIFICATIONS

1. Master’s Degree in Business, Public Administration, Organizational Management, Personnel Management, Human Relations, Human Resources, Law OR the combination of education and experience that is equivalent to the above.

2. Minimum of five years of increasingly responsible management experience in human resources training/development or related field.
3. Demonstrated experience in the management of a human resources office.

4. Administrative experience in an educational setting, preferably at a community college.

5. Demonstrated skills as a facilitator and problem solver.

6. Demonstrated computer literacy and experience with institutional management information systems.

7. Experience with or knowledge of applicable state and federal laws and judicial decisions as they relate to the administration of HR functions.

8. Experience with and/or knowledge of the California Education and Government Codes, Title V and the California Code of Regulations.

9. Demonstrated experience in recruiting, hiring, training, and retaining a diverse group of employees.

10. Demonstrated experience and success with discipline and grievance resolution.

11. Demonstrated experience and ability in making public presentations.

12. Demonstrated ability to conduct effective investigations.

13. Demonstrated capacity to analyze complex issues and recommend appropriate action.

14. Knowledge of current management, leadership and labor principles, trends, theories and research as it relates to human resources.

15. Openness to change and new methods, a passion for continuous learning and self-improvement and a willingness to meet change with innovation to promote and meet the college mission.

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

17. Demonstrated effectiveness in leading and motivating managers, faculty and staff collaboratively in a collegial and shared governance environment.

18. 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.

19. Personal characteristics that ensure effective working relationships with college faculty, staff, students, the Board, and the community.