

San José·Evergreen Community College District Management Job Description

Position: Vice Chancellor, Human Resources

Department: Human Resources

Location: District Office

Date: June 13, 2024

POSITION PURPOSE

Reporting to the Chancellor, the Vice Chancellor of Human Resources develops and implements the human resources services necessary to support the mission of the District. Serves as an advisor to the Chancellor and Board of Trustees on strategic matters related to Human Resources planning and administration.

NATURE and SCOPE

The Vice Chancellor of Human Resources is responsible for interpretation of various state and federal laws and regulations related to human resources functions and is expected to develop policies and procedures to assure compliance with these laws and regulations. The Vice Chancellor of Human Resources serves as a district negotiator and is responsible for interpreting and assuring compliance with the provisions of the negotiated agreements between the district and its employee associations and unions. Responsibilities include planning and directing the human resources functions of the district and the planning of staff training and professional development.

KEY DUTIES and RESPONSIBILITIES

1. Provide executive-level management and shared governance leadership for human resources programs and operations.
2. Plan, organize, and direct the various Human Resources functions of the District.
3. Interpret, monitor and assist with compliance of assigned collective bargaining agreements for faculty and classified employees and policies for administrators; conduct contract administration meetings with faculty and classified union representatives and others to discuss issues related to contracts and to resolve issues involving employee relations or contractual interpretations or disputes.
4. Serve as the District chief negotiator for all bargaining units; prepare and evaluate proposals and respond to union proposals; advises the Board of Trustees on the status of negotiations in closed session, communicate with campus and District management regarding contract changes. Serve as liaison with Manager, Supervisor and Confidential (MSC) meet-and-confer group.
5. Administer the discipline process including terminations; coordinate related hearings; administer the employee formal and informal grievance processes; communicate with administrators, coordinate with legal counsel and make recommendations to the Chancellor and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution; and support management in the mediation of employee concerns.
6. Receive and respond to employees and student discrimination, sexual harassment, and other employment-related complaints; initiate investigations; prepare or direct preparation of investigation reports; recommend appropriate administrative responses; work with legal counsel as needed.

7. Develop, review, revise, and implement Board policies, administrative regulations, and department practices; implement improvements to achieve continuous quality improvement in human resources programs.
8. Oversee and direct all phases of talent acquisition and selection including advancing processes to ensure equal employment opportunity (EEO) and diversity, equity, inclusion and access (DEIA); use data-informed approaches to revise processes; oversee the evaluation of the effectiveness of talent acquisition policies and procedures; determine strategic advertising approaches to ensure process integrity; oversee employment-related strategic and succession planning.
9. Champion strategies to advanced and promote diversity, equity, inclusion, access, cultural competence, social justice, and a positive work and academic environment.
10. Direct classification and compensation structures; oversee processes for determining reclassification and temporary out of class assignments; oversee classification and compensation studies.
11. Direct the contracting and administration of employee health and welfare benefits; assure compliance with appropriate laws and policies.
12. Direct the administration of worker's compensation processes.
13. Ensure proper investigation and administration of discrimination complaints, development of goals and policies, reporting of data to the State and Board of Trustees, coordination with campus diversity directors, and application of related guidelines and legislation in hiring decisions.
14. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and employees.
15. Provide leadership and oversight for the employee orientation and development programs; determine training needs; administer and ensures the scheduling of employees for legally mandated trainings; provide training on the collective bargaining agreements, Board policies, administrative procedures, and relevant federal and state laws and regulations.
16. Communicate with other administrators, employees and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
17. Develop and prepare the annual preliminary budget for Human Resources; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
18. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline employees according to established policies and procedures.
19. Attend and conduct a variety of meetings as assigned; serve on the Chancellor's Cabinet, the Executive Council and various advisory groups as assigned. Attend Board meetings and make oral presentations.
20. Perform other duties assigned or delegated by the Chancellor.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles, practices, and trends in public sector human resources management related to labor relations, EEO, DEIA, talent acquisition, workplace safety, benefits and leave administration, employee relations, human resources information systems administration, classification, compensation, performance evaluation, training, legal compliance, and other related areas.
2. Principles and practices of shared governance, collective bargaining, public administration, strategic planning, and staff development.
3. Mediation and conflict resolution strategies and approaches.
4. Arbitration processes and advocacy.
5. Applicable laws, codes, regulations, policies and procedures related to employee functions, collective bargaining and employee relations in a community college.
6. Employment practices related to faculty, administrators and classified staff.
7. Budget preparation and control.
8. District policies and procedures.
9. Effective oral and written communication skills.
10. Principles and practices of administration, supervision and training.
11. Interpersonal skills using tact, patience and courtesy.
12. Modern office technology use and assigned software, commonly used software and communication mediums.
13. Diverse academic, socioeconomic, cultural, disability; and ethnic backgrounds of community college students.

Skills and Abilities:

1. Plan, organize, control and direct the Human Resources functions of the District.
2. Administer collective bargaining agreements including negotiations, discipline, terminations and grievances.
3. Interpret and assure compliance with collective bargaining agreements and various State and Federal laws, codes, rules and regulations related to Human Resources including the California Education Code and Title V.
4. Supervise and evaluate the performance of assigned staff.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Direct the maintenance of a variety of reports and files related to assigned activities.

11. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
12. Communicate effectively both orally and in writing, including complex proposals and presentations.

Education and Experience:

1. Master's Degree in human resources management, public administration, organizational management, management, or similar degree in one of these fields.
2. Seven years of management experience in human resources including two at senior management level and two years of experience leading collective bargaining negotiations.
3. Successful experience as a chief negotiator in the public sector.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desired Qualifications:

1. Proven experience of creating a positive working relationship with labor organizations.
2. Experience working with oversight Boards and collaborative governance structures.
3. Experience in promoting a work environment that embraces diversity and equity

PHYSICAL AND MENTAL STANDARDS:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

1. Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking and standing; occasional reaching above and below desk level.
2. Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
3. Lifting/Carrying: frequent lifting/carrying of papers, files, equipment, and materials weighing up to 10 pounds; occasional lifting up to 25 pounds.
4. Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens, and do close-up work.
5. Hearing/Talking: frequent hearing and speaking in person and on the telephone.
6. Emotional/Psychological Factors: frequent contact with others including extensive public contact; frequent deadlines and time-limited assignments.

Working Conditions:

1. Typical indoor office environment.

Revision: 5/9/2023; 6/13/24 (duties and minimum requirement)

Salary Range: EM-2

EEO-Category: 2B1 Executive/Administrative/Managerial