

**San Jose/Evergreen Community College District
Classified Executive Management Job Description**

Position: Vice Chancellor, Human Resources

Department: Human Resources

POSITION PURPOSE

Under policy direction, the Vice Chancellor, Human Resources develops and implements the human resources programs and 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; ensures District compliance with federal and state laws and reporting requirements; leads negotiations and is responsible for interpreting and ensuring compliance with the provisions of negotiated agreements between the District and its employee associations and unions; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Assists the Chancellor in carrying out the policies and directives of the District's Board of Trustees.
2. Provides executive-level management and leadership for Human Resources division services, programs and operations; serves as the District's Chief Human Resources Officer; fosters and cultivates a workplace that values and supports employees and a culture of diversity, equity, inclusion and accessibility.
3. Serves as a member of the Chancellor's Executive Team, attends Board meetings and retreats and collaborates with members of the Executive Team in the development and implementation of strategic plans and key strategic initiatives to achieve the District's mission, vision and goals.
4. Exercises executive leadership in formulating and executing Human Resources policies, services and programs; ensures organizational effectiveness; ensures compliance with State and federal laws and regulations, reporting requirements, collective bargaining agreements, Board policies, and regulations.
5. Plans, directs, and evaluates the work assignments and performance of division management and staff; interviews and participates in selecting employees; trains, counsels, and disciplines employees according to established policies and procedures.
6. Evaluates District and colleges' organizational structures and human resources policies, and procedures and implements changes as needed; plans, develops and implements improvements to achieve continuous quality improvement in human resources programs and services and employee relations.
7. Integrates the use of human resources information system (HRIS) and institutional research and analysis of data to make informed institutional decisions including evaluating priorities, programs and services, position control and budgeting; develops and prepares the annual preliminary budget for Human Resources; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
8. Serves as the District chief negotiator or as part of the negotiation team for all bargaining units; prepares and evaluates proposals and responds to union proposals; advises the Board of Trustees on the status of negotiations and labor relations, communicates with campus and District management regarding contract changes; serves as liaison with Manager, Supervisor and Confidential (MSC) meet-and-confer group and with other labor-management groups.

9. Administers the employee formal and informal grievance and discipline processes including terminations; coordinates and may represent the District in related hearings; communicates with administrators, coordinates with legal counsel and makes recommendations to the Chancellor and Board of Trustees as appropriate.
10. Leads and ensures District compliance with all requirements under Title IX and other federal and state laws and regulations pertaining to discrimination, sex-based harassment and sexual misconduct; develops and implements policies and procedures; participates in investigations, administrative responses and works with legal counsel as needed.
11. Directs classification and compensation plan administration, analysis and surveys; oversees processes for determining new classifications, reclassifications and temporary out-of-class assignments.
12. Oversees and directs all phases of talent acquisition and selection including advancing processes to ensure compliance with Equal Employment Opportunity (EEO) and diversity, equity, inclusion and access (DEIA) regulations; evaluates the effectiveness of talent acquisition policies and procedures and determines strategic advertising approaches to ensure process integrity; leads recruitment and selection processes for senior management; oversees employment-related strategic and succession planning.
13. Leads the administration of employee health and welfare benefits; participates in the negotiations with and selection of third-party providers and benefits administrators; ensures completeness of benefits package within financial guidelines; ensures compliance and appropriate application of laws and policies; directs the administration of worker's compensation processes and leaves.
14. Provides leadership and oversight for the employee orientation and professional development programs; administers and ensures the scheduling of employees for legally mandated trainings; provides training on the collective bargaining agreements, Board policies, administrative procedures, and relevant federal and state laws and regulations.
15. Consults with administrators, employees and students on a variety of complex, sensitive and confidential organizational and employee-relations issues; mediates conflicts; resolves issues involving employee relations or contractual interpretations or disputes.
16. Leads and participates in participatory governance and collaborates with District committees, advisory groups, academic senate, classified leadership and other employee and student groups on a variety of institutional issues.
17. Attends Board meetings and District committee meetings; researches background information and prepares and presents agenda items and reports.
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, and trends in public sector human resources management related to employee relations, talent acquisition, workplace safety, benefits and leave administration, human resources information systems administration, classification, compensation, performance evaluation, training, legal compliance, and other related areas.
2. Advanced principles and practices of labor relations, including negotiation and contract administration techniques, and provisions of labor contracts and agreements.

3. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
4. Arbitration processes and advocacy techniques.
5. Federal, state and local laws, regulations and court decisions governing human resources including the California Education Code, Title IX, EEO, ADA, Family and Medical Leave Act (FMLA), Affordable Care Act (ACA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL).
6. The organization, functions, operations, policies and goals/objectives of the District and its Colleges.
7. Research and analysis practices and standards.
8. Theories and techniques of negotiation, mediation and conflict resolution.
9. Principles and practices of strategic planning.
10. Principles and practices of organizational improvement and culture change.
11. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, control and direct the Human Resources functions of the District.
2. Understand the needs and interests of multiple stakeholders and balance fulfillment of those needs with considerations of employees and broad organizational, business, legal and economic issues.
3. Work collaboratively with the District Board of Trustees, Chancellor, other administrators, employees and the community to support the District's mission and the Strategic Plan's goals, objectives, and priorities.
4. Provide complex strategic analysis, advice and policy support and develop solutions to complex issues.
5. Administer and negotiate collective bargaining agreements.
6. Interpret and ensure 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 IX.
7. Represent the District effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.
8. Delegate authority and responsibility and ensure accountability.
9. Prepare and administer budgets and ensure accuracy of fiscal and human resources reporting.
10. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Apply objective and fair assessments in decision making and personnel matters.
12. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
13. Develop and implement appropriate procedures and internal controls.
14. Operate a computer, standard business software and applications.

Education and Experience:

1. Master's degree in Human Resources, Business Administration, Public Administration or a related field.
2. Ten years of management experience in human resources including two at a senior management level and two years of experience leading collective bargaining negotiations in education or the public sector.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Required Qualifications:

1. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

Desired Qualifications:

1. Proven experience creating a positive working relationship with labor organizations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: EM-2

EEO Category: 2B1- Executive/Administrative/Managerial