

## **COLLEGE OF THE DESERT**

### **HUMAN RESOURCES EMPLOYMENT MANAGER**

#### **BASIC FUNCTION**

Under the direction of the Executive Director, Human Resources and Employee Relations, the HR Employment Manager provides professional expertise in the area of employment specifically related to recruitment services and labor negotiations; manages processes for recruitment, testing, selection, employment, newly hired personnel records management, classification and hiring reporting; coordinate and conduct investigations responding to harassment and unlawful discrimination complaints and matters of discipline and employer-employee relations; coordinate and manage MIS and iPEDS data submissions; and provide support for a variety of human resources systems including the applicant tracking system and hiring-related functions in Datatel.

#### **REPRESENTATIVE DUTIES**

*The duties listed below are representative of the essential functions of the position.*

1. Perform specialized duties involved in recruitment, screening and selection of Classified, Leadership, Confidential and Faculty employees; communicate with applicants by telephone or in person; administer and identify appropriate skill tests and conduct orientation of new employees; attend job fairs; research recruitment sources.
2. Consult with and communicate information to employees, supervisors and administrators regarding employment needs, employee concerns, general personnel practices such as EEO, affirmative action regulations, employee benefits and other aspects of personnel administration; interpret personnel policies and procedures and collective bargaining agreement language.
3. Assist in the maintenance of employment information and personnel records, utilizing appropriate personnel standards, District policy and applicable collective bargaining agreements.
4. Supervise the HR Specialist – Recruitment position.
5. Schedule and attend negotiations and collective bargaining sessions; take and transcribe notes.
6. Create language and format for development and maintenance of District Personnel Policies and Procedures Handbook; assist in the development of personnel-related procedures; create forms and draft correspondence.
7. Assist in informal investigations and fact-finding activities associated with discrimination and harassment complaints. Compile and summarize information; report findings to Vice President, Human Resources and Employee Relations.
8. Assist with employee grievances, complaints and conflict resolution. Work confidentially with highly sensitive personnel matters.
9. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
10. Seek and participate in professional development activities.
11. Maintain records in Datatel, as related to hiring activities; serve as backup for the HR Operations Manager for post-hire Datatel activities.
12. Interpret, explain and discuss terms and application of the Collective Bargaining Agreements, Leadership Handbook and human resources related policies and procedures with employees, managers, and employee associations. Provide advice, guidance, counsel, and recommendations to employees and managers regarding employee and labor relations issues; explore and formulate appropriate actions and alternatives.
13. Participate on District Collective Bargaining teams. Analyze data and trends to develop management strategies, positions and proposals. Support managers in understanding and applying

the terms of the collective bargaining agreements. Work collaboratively with managers and District teams to develop management positions and to respond to grievances, ULP's and complaints. Consult with counsel as needed.

14. Coordinate and conduct investigations relating to harassment, unlawful discrimination, complaints, and employee conduct. Receive complaints; determine the merit of complaints and appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; seek and recommend appropriate resolutions, outcomes and actions to complex and sensitive employer-employee relations problems; translate findings into clear, concise reports and recommendations within appropriate timelines; Liaise and respond to regulatory state and federal agencies including the Chancellor's Office, Equal Employment Opportunity Commission, Department of Fair Employment and Housing, Office of Consult counsel as needed.
15. Manage and coordinate MIS and iPEDS reporting in compliance with regional, state and federal agencies and mandates. Research and interpret state and federal regulations. Work collaboratively with departments and managers to analyze data and resolve errors and ambiguity. Strategize, evaluate and code data for maximum results within established guidelines. Liaise with the Chancellor's Office and National Center for Education Statistics.
16. Meet schedules and timeline, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
17. Seek and participate in professional development activities.
18. Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices of human resources, organizational development and strategic planning, collective bargaining and contract administration, investigations, fact-finding, and staff diversity; local, state and federal laws and regulations applying to personnel practices including fair employment standards, equal employment opportunity and diversity outreach, MIS and iPEDS reporting, non-discrimination, and public employee and labor relations.

**Ability to:** Interpret and apply District policies and procedures accurately; interpret and regional, state and federal regulations; communicate effectively verbally and in writing to formulate persuasive arguments; establish and maintain cooperative and effective employee relationships with District personnel, associations, community members, interested agencies and organizations; meet with the public and all levels of employees to discuss and resolve problems tactfully, courteously and effectively; operate a computer and applicable software including Microsoft Office Suite applications; coordinate and organize tasks and people; develop and deliver training modules; work confidentially with discretion on sensitive and private information applicable to personnel, collective bargaining or other union matters; complete multi-faceted projects, activities and functions with good attention to detail; analyze technical problems, evaluate alternatives and make sound recommendations and decisions; conduct and analyze data, translate findings into clear and concise reports and recommendations; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; to demonstrate an understanding and sensitivity of the diverse backgrounds of students, employees and the community.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: a Master's degree in human resources, business administration, public administration or related field and five (5) years of increasingly responsible human resources experience and four (4) years of experience in employee and labor relations.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

**Environment:** Office environment. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

**EMPLOYEMENT STATUS**

Classified Administrator

Leadership Salary Schedule: VI  
Approved: 03/21/14