

DESERT COMMUNITY COLLEGE DISTRICT

INTERIM VICE PRESIDENT, HUMAN RESOURCES & EMPLOYEE RELATIONS

THE POSITION

The Interim Vice President, Human Resources and Employee Relations is a Classified Administrator designated by the Board of Trustees of the Desert Community College District. The Interim Vice President is charged by the Board of Trustees with satisfactory implementation of Board policy and district or college procedures as applicable to the position. Under the direction of the Superintendent/President, the Interim Vice President is responsible for management and operation of all human resources and employee relations functions of the college and for developing and recommending policy, goals and objectives for human resources

The Interim Vice President, Human Resource and Employee Relations is responsible for leadership, planning, organizing, directing, supervising, and evaluating the activities of the Office of Human Resources; collective bargaining and contract administration for classified and academic employees; liaison with legal and regulatory agencies; supports staff development campus-wide, wellness activities, and tolerance and cultural awareness efforts, retirement preparation and other activities related to a comprehensive Human Resources Office; and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides overall leadership and direction for collective bargaining negotiations; develops collective bargaining strategies; administers collective bargaining agreements; processes and resolves grievances and represents the District in administrative hearings.
2. Provides guidance and advice on employee-relations matters, performance management and disciplinary processes.
3. Maintains current knowledge of pertinent federal/state laws, regulations and court decisions relating to faculty, staff and personnel operations.
4. Champion a shared District vision; convey ideas and information effectively through verbal and non-verbal means and promote and maintain high standards of integrity, honesty, confidentiality and respect for people.
5. Promotes effective communication with District and college personnel regarding human resources-related information; provides consistent and accurate information regarding human resources matters.
6. Promotes use of human resources-related technology and experience working with administrative systems and databases to support human resources operational needs.
7. Provides overall leadership and coordination of recruitment and employment practices that promotes diversity and EEO compliance. Assess staffing levels and develop district staffing plan in alignment with District strategic plan.
8. Design and implement professional development programs including leadership and staff training; mandated trainings and employee orientation in alignment with District mission and goals. Design long and short-term efforts to professionally develop internal capacity to facilitate and improve organizational effectiveness in alignment with District strategic plan.
9. Oversees the District's Equal Employment Opportunity Plan and equal opportunity employment practices. Actively supports and assists in the development and management of faculty and staff diversity employment programs.
10. Oversees legal issues related to human resources and serve as a liaison with legal firms providing counsel. Responsible for receipt and management of investigations alleging unlawful discrimination and employment-related complaints and management of associated litigation.
11. Oversees the development and implementation of District human resources policies and procedures; ensures consistent application of policies and procedures and provides training and direction to managers in interpreting and applying personnel policies and procedures, state and federal laws/regulations and provisions of collective bargaining agreements.
12. Develop and administer budget for the human resources office and monitors and controls expenditures.

13. Trains, supervises, evaluate and directs work of human resources staff. Currency in principles, practices, techniques and trends in human resources management.
14. Oversees the development and administration of employee health and welfare and benefits programs, leaves of absence processes and workers' compensation.
15. Perform related duties as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, trends, methods, strategies and procedures pertaining to human resources management, labor relations, staff diversity and staff development; principles, methods, techniques and strategies of organizational planning, evaluation and forecasting; principles and practices of management and supervision; legal mandates, policies and procedures, appropriate to the administration of a comprehensive human resources program in a community college, e.g., the Education Code, retirement systems that apply to community college personnel, and workers' compensation; data management, storage and retrieval systems and an understanding of the dynamics of the changing environment in information technology.

Ability to: Develop, design and implement reports, policies and studies covering a wide range of college institutional services concerns; make clear and concise oral presentations; apply technology to effectively and efficiently manage all College institutional services; establish and maintain effective and harmonious working relationships with a diverse population of students, staff and community; communicate effectively both orally and in writing; Demonstrate understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic and disability backgrounds of students, faculty, staff and community; lead, develop, supervise and evaluate assigned personnel.

MINIMUM QUALIFICATIONS:

Master's degree in an area reasonably related to the position and three (3) years of recent responsible experience overseeing and administering Human Resources.

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. Constant interruptions. Driving a vehicle to conduct work. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Administrator

Approved: 12/19/2014

Revised: 11/2018

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