

**VICE PRESIDENT OF HUMAN RESOURCES AND LABOR RELATIONS**  
(Executive Designation)

**DEFINITION**

Under general direction of the Superintendent/President, plan, organize, control and direct district-wide Human Resources, benefits and payroll operations and activities including recruitment, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions; coordinate and direct personnel, resources, communications and information to meet district needs; and supervise and evaluate the performance of assigned personnel.

**DISTINGUISHING CHARACTERISTICS**

The Vice President of Human Resources and Labor Relations is an executive management position. The incumbent directly assists the Superintendent/President in human resources and labor relations matters. The incumbent must have strong management, follow through and communication skills, understand and promote the connection between human resources functions and student learning and institutional effectiveness outcomes, understand and work with broad concepts as well as specificity, attend to fine details of policies, laws, and contracts, for example, and exercise discretion and judgment and maintain confidentiality.

**ESSENTIAL FUNCTIONS**

- Plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, payroll, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures;
- Coordinate and direct personnel, resources, communications and information to meet district needs; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies;
- Coordinate the workflow between Human Resources, Benefits and Payroll to ensure meeting of timelines and accuracy;
- Provide consultation and technical expertise to administrators, faculty, staff, the public and others concerning Human Resources operations and activities; development and revision of job descriptions, respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, benefits, payroll, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies;
- Plan and coordinate the recruitment and selection of all District employees; develop recruitment guidelines and processes to ensure equal opportunity and diversity in the appointment, promotion, transfer, reassignment, retention and termination of employees; assure the fair, consistent, efficient, and objective interpretation and application of human resources policies and procedures;
- Serve as the District's Title IX Coordinator;
- Plan, organize and direct the District's EEO program, serve as the District Equal Employment Opportunity, and Section 504 Compliance Officer, including responding to unlawful discrimination complaints; compile and analyze related data and prepare reports; review data to evaluate the effectiveness of employment practices including targeted recruitment and executive searches; monitor the adherence of the District

hiring process according to diversity guidelines and to evaluate appropriate modifications to the District's EEO plan;

- Facilitate requests by employees and supervisors for American Disabilities Act accommodations;
- Oversee and ensure that the Workers' Compensation services for employees, preparation of claims, reports and related documents are prepared in a timely manner;
- Coordinate the District's Return to Work Program for industrial and non-industrial leave of absences;
- Serve as the Chief Negotiator for the District in collective bargaining with employee organizations. Plans, organizes, directs, and participate in collective bargaining negotiations with employee organizations and processes in accordance with policy direction from the Superintendent/President and the Board of Trustees; prepare and evaluate proposals and responses to employee organization proposals; discuss negotiation strategies with the Superintendent/President, Board of Trustees, and District administrators; communicate with District management regarding contract changes and advise and collaborate with District negotiating team members;
- Interpret, monitor, and assist with compliance of collective bargaining agreements; conduct meetings with employee organization representatives to discuss issues related to contracts and to resolve issues involving employee relations or contractual interpretations or disputes, including the grievance process; develop and promote employee relations practices to maintain positive employer-employee relations;
- Organize and publish Memorandums of Understanding and labor contract agreements. Facilitate the districtwide distribution of such documents for timely and consistent implementation;
- Administer the discipline process including reprimands, suspensions, demotions, and dismissals as outlined in Ed Code, Board Policies, and Collective Bargaining Agreements. Coordinate related hearings; administer the employee formal and informal grievance procedures; in consultation with affected administrators, conduct and/or direct investigations and hearings as appropriate; serve as hearing officer, coordinate with legal counsel and make recommendations to the Superintendent/President and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution;
- Direct the contracting and administration of employee health and welfare benefit programs to include medical, dental, vision, life, and disability plans for eligible personnel; evaluate and make recommendations for plan modifications, alternate providers and benefit structure; assure compliance with applicable laws and policies; direct the administration of the District's COBRA benefit program; administer the District's workers compensation benefit program; facilitate communication and education of employee organizations;
- Direct and facilitate the work of Payroll to ensure that all regulatory and operational timelines are met;
- Develop and maintain a comprehensive classification plan for positions within the District; conduct studies related to compensation, benefits, and classification of positions in the District; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; gather, analyze, and interpret compensation and benefits data;
- Plan, develop, and administer the annual budget for the Human Resources Department; review, analyze, and make recommendations on budget and financial data; monitor, control, and authorize expenditures in accordance with established

District and department budget procedures; maintain appropriate records and documentation according to District purchasing policies and procedures;

- Plan, organize, and administer the preparation and maintenance of personnel records, files, and data as required by State and federal laws and regulation, as well as District policies and procedures; develop appropriate records storage and retention systems and schedules; assure adequate documentation related to employee selection, promotion, and separation;
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate, according to prescribed schedules, the performance of direct subordinates; appropriately delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance of assigned personnel; plan, coordinate, and arrange for appropriate training of department personnel;
- Evaluate, recommend, and implement techniques to improve department policies and practices, increase efficiency and keep abreast of current trends and practices in the field of community college human resources administration;
- Represent the Human Resources Department at Board of Trustees meetings and present verbal and written information as required; provide technical expertise, information and assistance to the Superintendent/President; communicate with other District administrators, personnel and contractors to coordinate activities, programs and services, resolve issues and conflicts and exchange information; work cooperatively as a member of the District's Executive Management team toward the achievement of its goals and objectives; provide leadership consistent with the mission and function of the District;
- Lead or participate in District or College committees, initiatives, teams, or ad-hoc groups; responsible and accountable for completion of assigned tasks when serving on such groups;
- Recommend, plan, design, and implement training sessions for employees throughout the District organizational structure and geographic location as needed; plan, schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions;
- Plan, organize, prepare, or direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; plan, organize, and present a variety of written and oral reports to the Board of Trustees, Superintendent/President, District Management Team and other District constituent groups; and
- Perform other related duties as required.

## **QUALIFICATIONS**

### **Education:**

#### Required

- Baccalaureate degree from an accredited institution preferably in human resources management, industrial relations, public administration, or business administration preferred.

#### Preferred

- Masters degree in one of the above;
- Coursework or professional training in labor contract negotiation, implementation, and arbitration. Job experience may be considered equivalent.

**Experience:**

Required

- Five years progressively responsible experience, including at least three years experience working in a director level position in human resources administration, or labor relations.

Preferred

- Community College experience;
- Educational agency experience;
- Management level experience directing a program involving the implementation of laws and regulations, supervision, and budget administration; required experience and an applicable master's degree may be considered equivalent to preferred experience.

**Knowledge of:**

Required

- Equal Employment Opportunity regulations;
- Wage and salary administration, job analysis and job description, work performance evaluation and discipline; and
- Principles of supervision.

Preferred

- Knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees;
- Knowledge of regulations pertaining to Title IX compliance;
- Knowledge of payroll laws and practices;
- Experience working with an integrated software system;
- Knowledge and Experience with Industrial Injury and Illness (Workers' Compensation Insurance) laws and practices; and
- Knowledge of ACCJC Accreditation standard IIIA, Human Resources.

**Ability to:**

- Ability to grasp concepts and to facilitate process development and implementation, and problem resolution within regulatory parameters;
- Ability to listen, grasp, recall, and work with detail, including but not limited to laws and regulations, contractual provisions, policies and procedures;
- Ability to work with interruptions, constant deadlines, and multiple assignments simultaneously;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;

- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates** (current within the last year):  
Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Board of Trustees Approval: 07/06/2005: 04/14/2010: 03/05/2014; 06/04/2014