

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



CHIEF HUMAN RESOURCES OFFICER

FLSA: EXEMPT

Position Description

Under the general administrative direction of the Provost/CEO, the Dean of Human Resources serves as the District's Chief Human Resources Officer to provide leadership for policy and direction in Human Resources, Labor Relations, Faculty and Staff Diversity, Risk Management, Employee Benefit Programs and Workers Compensation.

Essential Duties/Functions

1. Directs all operations of the District's Human Resources Office including recruitment, employment, classification and salary administration, manpower planning, employer-employee relations, labor relations, and faculty and staff diversity programs.
2. Responsible for collective bargaining negotiations, contract management, development of the collective bargaining processes; participates in the collective bargaining/ negotiations process; administers and interprets the collective bargaining agreements.
3. Administers the District employee benefits program to include employee health/medical programs, workers compensation, risk management and retirement programs.
4. Reviews and evaluates pending legislation; responsible for analysis, interpretations and
5. compliance with federal and state laws related to human resources, labor relations and equal employment programs.
6. May serve as a representative of the District at various community and public meetings.
7. Attends meetings of the Governing Board and other college and community organizations as directed.
8. Communicates and consults with legal counsel on employee litigation, administrative procedures and hearings; coordinates Center activities to obtain legal counsel on employment-related matters.
9. Participates with executive staff to identify District planning goals and objectives to facilitate establish a basis for accountability; identifies departmental goals and objectives that serve to meet the mission of the Center.
10. Participates with executive staff to plan and develop the annual District operational budget to meet the District goals and objectives plans, develops and administers the operational budget of the Human Resources Department.
11. Effectively coordinates Human Resources services in conjunction with District fiscal operations, particularly regarding the payroll system and benefits administration.
12. Supervises the District's faculty and staff diversity program; including the development, implementation, and administration of the Faculty and Staff Diversity Plan; and coordinates the state reporting process relative to personnel services.

13. Provides leadership in representing the District in employee disciplinary actions, grievance resolution, hearings and representation before various federal and state agencies.
14. Serves as the District employee grievance representative and investigating compliance officer for discrimination complaints.
15. Participates in shared governance activities, including a variety of committee assignments.
16. Administers and supervises maintenance of official District confidential personnel records.
17. Supervises the development and administration of employee seniority, maintains the academic minimum qualification/equivalency and Faculty Service Area legal requirements.
18. Administers, maintains and develops district policies and administrative regulations pertaining to human resources, labor relations and faculty and staff diversity.

Classified Personnel Commission:

1. Directs the establishment and maintenance of all procedures required for the administration of the classified personnel program conformity with Merit System laws, Personnel Commission rules and regulations, Federal and State laws and guidelines, and sound personnel management practices.
2. Presents items requiring Commission action, plans and carries out a program of recruitment, examination and selection for classified personnel.
3. Prepares or arranges preparation of test instruments such as written tests, performance tests and qualifications appraisal interviews.
4. Analyzes and interprets test results, prepares and maintains a schedule of job related staff development for classified employees.
5. Maintains liaison/open door policy with the union.
6. Plans, conducts and serves on oral boards, supervises preparation of eligible lists and certification of candidates in accordance with the law and personnel rules.
7. Reviews employee protests and appeals and prepares recommendations for Personnel Commission action.
8. Directs the preparation and maintenance of the District classification plan, supervising and/or conduction classification and salary studies and recommending appropriate changes.
9. Prepares and maintains classified staff Affirmative Action policy and coordinates activities with the District Affirmative Action committee.
10. Provides, meets and confers assistance and counseling in classified staff employer-employee relations area.
11. Plans, organizes and directs the work of Personnel Commission staff.
12. Supervises the preparation of minutes and maintains the official records of the Personnel Commission.
13. Prepares or supervises the preparation of the annual report for presentation to the Board of Trustees and prepares an annual budget for the Personnel Commission.
14. Administers District grievance policies and procedures, investigates employee complaints, interprets rules, regulations and procedures and arranges for hearings when actions are appealed to the Commission.
15. Devises new or revises existing personnel forms, methods and procedures.
16. Confers with representatives of employee organizations, school officials and others concerning personnel matters.
17. Conducts research related to personnel administration for possible application of theories and trends in the field to the classified service.
18. Serves as member of special committees.

Required Qualifications

1. Master's degree preferred from an accredited institution, or possession of a valid California
2. Community College Supervisory Credential, AND

3. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
4. Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications

1. Five years experience with considerable responsibility in human resources administration, labor relations and faculty and staff diversity, preferably in an educational institution
2. Demonstrated technical knowledge, including an ability to effectively apply technology in managing all human resources operations.
3. Demonstrated knowledge of Equal Employment Opportunity guidelines, laws, regulations and judicial opinions.
4. Demonstrated knowledge and ability to plan, evaluate, organize, administer, and implement comprehensive policies and procedures encompassing employment services in accordance with federal and state laws.
5. Demonstrated ability to communicate effectively, both verbally and in writing.
6. Demonstrated success in participatory management, leadership, decision-making, and communication.