West Valley - Mission
Community College District

Class Specification

Executive Director, Human Resources

Classified Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 28

Definition

To provide leadership and to plan, organize, direct, and review the activities and operations of the Human Resources Department; to coordinate assigned activities with other divisions and outside agencies; and to provide responsible and complex administrative support to the Chancellor.

Supervision Received and Exercised

Receives administrative direction from the Vice Chancellor.

Exercises direct supervision over assigned technical and administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments, and outside agencies and organizations; provide staff assistance to the Vice Chancellor; prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Human Resources budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Direct and coordinate the day-to-day operations of the Human Resources Department, including recruitment and selection, equal opportunity and diversity outreach, compensation and classification, benefits, personnel processing, personnel recordkeeping, accommodations, personnel policies, employee appraisal and recognition, contract administration, and employee relations.
- Participate in labor contract negotiations with various bargaining units; research, analyze and implement labor contract provisions pertaining to assigned functions.
- Assist with management of grievances, including grievance analysis and responses as assigned.
- Direct, oversee and participate in the development of the human resources work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

- Direct and oversee the development, design, administration, implementation, and evaluation of the district's health and welfare benefits programs, including medical, dental, vision, long-term disability, employee assistance program, and workers' compensation.
- Direct the human resources operational functions and activities related to academic employees, including: minimum qualifications for faculty and administrative staff, faculty salary step placements, faculty tenure review process, faculty contracts, faculty equivalency requirements, faculty seniority, and other issues as required.
- Provide oversight for employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations, and maintain the FMLA and family illness database.
- Organize and manage processes and procedures for receiving, investigating, preparing detailed investigative reports, and responding to internal and external complaints or allegations regarding unlawful discrimination, harassment, sexual misconduct, and/or retaliation; respond to federal and state agencies in conjunction with complaints of unlawful discrimination, harassment or retaliation.
- Oversee, train, lead and collaborate with investigators; ensure timely, thorough investigations; prepare comprehensive reports with findings of fact and recommendations. And, conduct administrative investigations as assigned.
- Serve as district's Title IX compliance officer, ensuring compliance with all appropriate regulations and Title IX requirements, and works collaboratively with Title IX coordinators at the college campuses.
- Develop case management databases to organize, manage, and track incidents; prepare annual statistical reports on the number, nature, and disposition of complaints of discrimination, harassment, and sexual misconduct; track cases, data and trends to identify patterns, and make recommendations to address them.
- Provide leadership to develop and design organizational development programs, employee and management training programs, and other professional development activities.
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, equity, integrity, trust, and respect.

Minimum Qualifications

Knowledge of

- Principles and practices of human resources management, public sector employment law, personnel administration, compliance administration, training and development.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of budgets, long-range planning and financial projections.
- Principles and practices of collective bargaining, employee relations, and labor relations.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules and regulations.
- Principles and practices of participatory governance.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.

Ability to

- Plan, direct, and control the administration and operations of the Human Resources department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Gain cooperation through discussion and persuasion.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and department policies, procedures, rules and regulations.
- Supervise, train, and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Seven years of increasingly responsible experience in human resources, including two years of administrative and management responsibility.

Education

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver’s license.

EEO Category: Executive/Administrative/Managerial

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