

CLASS SPECIFICATION
Director, Human Resources

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE

Under the direction of the chief human resources officer for the district and the Personnel Commission, plans, organizes, directs and implements the District's comprehensive human resources management and employee relations programs for classified personnel, including recruitment, selection, employment, position classification, compensation, employee relations, performance appraisal and other services; provides expert professional assistance and guidance to both District administration and the Personnel Commission on human resources and employee relations matters; and performs related duties as assigned. Serves as secretary and Executive Officer to the Personnel Commission. Provide expert professional assistance and guidance for compliance with state and federal laws, codes, rules and regulations as well as collective bargaining agreements, Board policies and regulations and Personnel Commission Rules and Regulations.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class has administrative, financial and management accountability for the District's human resources management programs pertaining to classified employees. The incumbent is responsible for developing and implementing short- and long-range plans and strategies to meet the District's goals and objectives for the recruitment, selection, motivation and retention of classified employees and to ensure the District's compliance with applicable laws, the education code and rules of the Personnel Commission and the Board of Trustees. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as secretary and Executive Officer to the Personnel Commission; prepares agendas and coordinates Personnel Commission meetings; prepares, monitors and administers the Personnel Commission budget; provides policy guidance and advice to the Personnel Commission by obtaining information and developing recommendations; recommends amendments to rules to assure the efficiency of the classified service and the selection and retention of employees on a basis of merit and fitness.
2. Plans, organizes, controls, integrates and evaluates the work pertaining to classified employees within the District's Human Resources department and with/for the Personnel Commission; with subordinate supervisors and staff, develops, integrates, implements and monitors human resources work programs, plans, policies and processes to achieve District and Personnel

Commission goals and objectives; develops and monitors performance against the department's budget.

3. Participates in the development of strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
4. Provides leadership and works with staff to retain and develop highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District and Personnel Commission objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
5. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and labor contract agreements.
6. Recommends, develops, implements and administers comprehensive human resources management programs, policies, procedures and guidelines consistent with state and federal requirements, Personnel Commission rules and guidelines, and sound professional principles and practices; confers with and coordinates implementation of programs, policies and practices with District departments and campuses; provides expert advice to Personnel Commission executives, managers and supervisors on a wide range of classified human resources management issues and Personnel Commission requirements/decisions; provides internal consulting on a variety of complex, sensitive and confidential organizational and human resources issues; manages, directs and participates in the development of District-wide human resources policies and procedures; ensures that District policies related to classified personnel are in compliance with state and federal rules and regulations; implements updated hiring requirements; consults with legal professionals as needed.
7. Provides policy guidance and advice to the Personnel Commission and Board of Trustees; recommends amendments to human resources policies, guidelines and rules to ensure the efficiency of the classified service and the selection, advancement and retention of classified employees on the basis of performance and fitness; ensures compliance with equal opportunity and diversity guidelines; confers with and counsels executives, managers, employees and employee representatives on human resources system rules and regulations and other management policies.
8. Directs recruitment, testing and selection activities for classified positions; directs the development and maintenance of comprehensive classification and compensation plans; approves completed classification and job analysis studies; implements qualification screening processes and procedures; reviews current hiring practices and procedures for updates and improvements; develops personnel procedural handbook for distribution to District administrators; implements

online application submittal and review process; maintains and ensures legal compliance of the District's employee orientation program; organizes and directs the maintenance of employee files and records for classified personnel.

9. Supports and consults the District's classified employee contract negotiation process; administers the implementation of collective bargaining agreements; advises and provides training to administrators, managers and supervisors on employee relations matters, including grievance and disciplinary procedures and actions; represents the District in grievance and disciplinary actions; works with employee and labor organizations to resolve problems; proposes and implements new and revised human resources policies.
10. Administers and coordinates the performance management and appraisal program for classified employees; develops performance management forms for classified, classified confidential and classified management employees; assists and supports staff development initiatives for classified personnel.
11. Monitors and reviews Personnel Commission budgets; reviews the budget process as it relates to the Personnel Commission.
12. Monitors industry developments in the area of human resources; analyzes proposed state and federal law, regulations and court decisions for their impact on District human resources practices; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of human resource and employee relations needs, recommends appropriate actions and implements programs.
13. Lead or participate in District committees, task forces, teams or ad hoc groups as assigned; responsible and accountable for completion of assigned tasks when serving on such groups.

OTHER DUTIES

1. Attends a variety of meetings, seminars and in-service training classes.

QUALIFICATIONS

Knowledge of:

1. Principles, theories and practices of personnel administration, including position classification, salary administration, recruitment, examination and selection.
2. Principles and practices of labor-management relations, including negotiation and contract administration techniques.
3. Principles of a Merit System of personnel management as applied to California public schools.
4. Provisions of the education code as it applies to personnel practices and procedures and community college districts.
5. Principles and practices of sound business communications.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

7. Principles, methods and techniques of strategic and business planning.
8. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
9. Research methods and analysis techniques.
10. District functions and operations and associated human resources management requirements.
11. Principles and practices of internal consulting.
12. Trends and practices in human resources management.
13. Principles and practices of effective management and supervision.
14. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Analyze and make sound recommendations on complex human resources management issues.
2. Plan, organize and direct a comprehensive human resources management program.
3. Understand, interpret, explain and apply a District, state and federal laws, codes, regulations, policies and court decisions governing the District's human resources management programs for classified employees.
4. Effectively interact with people of diverse socioeconomic, cultural, ethnic and disability background.
5. Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to District executives, Personnel Commission and Board of Trustees.
6. Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee disciplinary programs.
7. Prepare clear, concise and comprehensive reports and written materials.
8. Present proposals, recommendations and technical information clearly, logically and persuasively.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
10. Operate a computer in standard business software.
11. Use tact and diplomacy in dealing with sensitive situations and concerned people and staff.
12. Establish and maintain effective working relationships with a wide variety of groups and individuals, including District executives, the Board of Trustees, the Personnel Commission, the District's attorney, candidates, employees and their bargaining unit representatives, members of public and representatives of other public agencies.

Education, Training and Experience:

Graduation from a four-year college or university with a degree in public, business or personnel administration, psychology or a related field; and 5 years of increasingly responsible professional personnel management experience.

Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, ethnic and disability background.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by phone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works under typical office conditions, and the noise level is usually quiet.