PALO VERDE COMMUNITY COLLEGE DISTRICT
Director of Human Resources

NATURE OF THE POSITION:

The Director of Human Resources reports to the Superintendent/President responsible for human resource leadership and operations and includes, but is not limited to: compensation and benefits; recruitment; training and development; compliance; managing employee relations/contract negotiations; provide management, supervisory and employee consultations; dispute resolution; strategic and operational direction to functional activities; participates in strategic planning, policy development and performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Plans and administers the recruitment and examination process for classified employees; ensures that knowledge and abilities are identified for each classification.

2. Develops forms, selection procedures and techniques for the interview/hiring process; ensures compliance with Federal and State laws for classified employees. Organizes interview committees for all staff candidate pools. Provides proper forms for screening. Creates interview questions with input from committee members.

3. Oversees and provides leadership for Worker's Compensation, payroll and benefits operations for all employees and retirees; fingerprinting and reviewing Department of Justice reports, maintains records; compliance with audit and documentation reporting requirements; tax shelter procedures; volunteers; room keys, and TB testing.

4. Reviews preparation of test items, supervises the administration of tests, ensuring proper testing environment and controlled conditions; responds to candidates regarding test results. Arranges and supervises testing for classified applicants.

~~5.~~ Serves as the Equal Employment Opportunity Officer for the District. Oversees and coordinated "in-service" for new employees serving on hiring committees.

6. Oversees the receipt of requisitions for open positions; planning, organization and coordination of recruitment program for each position; coordinates job announcements and advertising information. Advertises and posts notices of Classified, Certificated and Administrative staff vacancies. Includes posting on the California Community College Registry and various other web based job search engines. Maintains those sites during entire positing period and distributes, collects and organizes application materials for Classified, Certificated and Administrative staff vacancies. Notifies unsuccessful candidates by letter when vacancies are filled.

~~7. Develops policies and procedures relating to the personnel management program.~~

8. Represents the District before employees and employee organizations. Including induction

and maintenance of all PVC agreements, MOU's, salary schedules, and job descriptions. Researches on the database for collective bargaining information.

9. Keeps up to date of all changes made to employee agreements (CTA/CSEA/Classified Management/Confidential), PVC agreements, MOU's, salary schedules, and job descriptions.

10. Collects and analyzes salary, benefit, assignment date; prepares recommendations for salary improvement.

11. Implements benefit programs in accordance with District policies and collective bargaining agreements, including employee insurance benefits and mandatory health and welfare programs. Assists with distribution of insurance benefit information and respond to any inquires from employees concerning insurance.

12. Assists the District with the collective bargaining process between the District and employee groups.

~~13. Provides a classification and compensation program schedule; ensures that classification and compensation policies and procedures are consistent with collective bargaining agreements.~~

~~14. Recommends and implements new and revised procedures to conduct the District's personnel management program.~~

15. ~~Makes recommendations for the District's organizational planning; prepares organizational charts;~~ Reviews and makes recommendations regarding proposed personnel actions and reassignments.

~~16. Investigates employee grievances and complaints involving application of personnel policies and collective bargaining agreements.~~

17. Prepare all Board of Trustee Resolutions pertaining to Human Resources and forward to Administrative Assistant to the Board of Trustees for inclusion in next board of trustee packets.

18. Stay current with and implement all CalSTRS and CalPERS mandated reporting and Penalties and Interest issues. Provide employees with updated forms and procedures for retirement. Process all retirement forms and applications with RCOE, CalSTRS and CalPERS.

19. Provide approval signature for Purchasing, HR, Payroll, and all college checking accounts.

20. Implements procedures for evaluations of classified and administrative employees including distribution of Staff Opinion Surveys to appropriate personnel, summarizing surveys received and submitting to supervisors.

21. Sets-up and maintains all employees (Administrative, Certificated, Classified & Students) personnel files, including input of personnel records on the Riverside County Office of Education computer system & the DataTel Colleague system.

22. Provides exit interview for terminating employees.

23. ~~Researches information and provide analytical input to the Vice President *Superintendent/ President* on a variety of human resource related matters, including but not limited to equal employment opportunity, labor relations, classification and compensation, and employment.~~ Performs special projects and reports; ~~conduct research and analyze and accumulate data~~; prepare reports and present to management. Collects and complies statistics and information from identified sources; independently assembles and summarizes information; prepares reports, and makes recommendations within the scope of the human resource and payroll area.

24. Provide orientation to new employees, including a tour of the campus and introduction to campus staff; provide a new employee packet including (1) job description, (2) payroll schedule, (3) Health & Welfare insurance information and forms, (4) PERS/STRS booklet, (5) CSEA/CTA Contract, (7) School Calendar, (8) Parking Permit, and (10) assigns mail box with or without key.

25. Assure compliance with District policies and State and Federal guidelines, laws and regulations concerning recruitment, selection and employment.

26. Provides sexual harassment and FERPA training for all supervisors and keeps track of time frame for mandated re-training. Assigns other trainings as appropriate.

27. Attends trainings for the Riverside County Office of Education computer system.

28. Completes mandated state and federal reports: (i.e. MIS, IPEDS, E-6, GCR, FON, Adjunct Report, etc).

29. Maintain information on staff in the DataTel Colleague (Registration) system for state and federal reports.

30. Coordinates daily activities of assigned personnel for payroll function to ensure timely and accurate payment to employees.

31. Monitors requirements and actions affecting payroll, such as TB testing, voluntary deductions and unemployment experience charges.

32. Reviews staff response to inquires concerning retirement, overpayment, vacation or sick leave balance, earnings and employment verifications.

33. Interprets Federal, State and District laws, policies, procedures, rules and regulations involving compensation, benefits and retirement systems.

34. Provides information to District staff concerning personnel files, payroll deadlines, personnel status, employee assignments, benefits programs, State or Federal withholding taxes and retirement systems.

35. Serves as the liaison for the District with all joint powers authorities for health and welfare

benefits, workers compensation and liability insurance.

36. Other duties as may be assigned by Superintendent/President or designee.

LEADERSHIP QUALITIES AND CHARACTERISTICS

An experienced and thoughtful human resources leader who embraces the community college mission and is:

An Exemplary Leader and Manager

- A leader who supports, respects, empowers, and encourages the contributions of all students, faculty, and staff;
- A proven leader who values equity and openness, and whose management style reflects those principles;
- A person of character who embraces ethical decision-making.

- A manager with proven experience who is committed to a student-centered approach;

A Strong Communicator

- An effective communicator who listens openly and carefully, and who is inclusive and approachable;
- An innovative thinker who demonstrates flexibility and creativity in problem solving;
- An experienced manager with demonstrated ability to balance between hands-on management and delegating responsibilities, while staying actively involved in all areas of responsibility;
- A team builder who demonstrates strong employee relations skills and encourages professional development for staff;

Innovative

- Demonstrated use of technology to increase operational efficiencies;

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in field related to the assignment and college level course work in Management, Supervision, Public Administration or the equivalent.

2. At least three years of increasingly responsible leadership experience in human resources management and/or supervision performing tasks associated with the details described under the examples of duties section of this announcement.

   Or, any combination of education and experience which would provide the required equivalent qualifications for this position.

3. Ability to work effectively in a participatory management mode.

4. Experience in dealing with Equal Employment Opportunity regulations, staff and classification analysis, community college regulations, in-service education and professional development.

Knowledge of:

- Professional management practices, principals and trends related to human resources management, labor relations, diversity programs, and staff development.
- Equal Employment Opportunity laws, California Education code, Title 5, relevant collective bargaining unit contracts and HIPPA/FERPA regulations.
- Personnel training in human resources management.
- Personnel record keeping systems and requirements.
- Benefits program management.
- Wage and salary administration.
- Recruitment procedures and practices.
- Employment discrimination laws.
- Investigative practices related to employment complaints.

Ability to:

- Plan, organize, and administer a variety of human resources projects and related matters.
- Make clear and concise oral presentations.
- Develop and maintain effective and harmonious working relationships with a diverse population of students and personnel.
- Demonstrate consensus building skill.
- Evaluate department programs and functions for ongoing improvement.
- Establish goals and maintain timelines.
- Coordinate a District-wide training program for managers.
- Demonstrate effective analytical, organizational, and leadership skills.
- Establish and maintain effective relationships with those contacted in the course of work.
- Conduct informal and formal employment complaint investigations as required by law.
- Communicate effectively both verbally and in writing.
- Use independent judgment and take initiative in solving problems and making decisions.
- Ability to carry out effective interpersonal communications, long-range planning, and human resource program development.
- Assist in the collective bargaining negotiation process.
- 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 personnel.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

• The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

• The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>CLASSIFICATION:</u>

Row 8 on the Classified Management salary schedule.

Justification:

- *The VPAS made all of the personnel decisions, directing the Human Resources Manager then to implement them. The decision-making job duties and responsibilities have now been added to the Director of Human Resources' job duties and therefore the salary should be adjusted accordingly.*
- *The Commission requires …demonstration that the institution meets the Eligibility Requirement 5: The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.*
- *The Commission requires …demonstration that the institution meets the Standard III.A: The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness.*