

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## Management Class Specification

### DIRECTOR OF EMPLOYEE AND LABOR RELATIONS

#### Range 19

#### **GENERAL DESCRIPTION**

Under the direction of the Vice Chancellor, Human Resources, the Director of Employee and Labor Relations, oversees employee and labor relations; assists management with legal issues including disciplinary actions, reasonable accommodation, sexual harassment, unlawful discrimination, and implementation of grievance resolutions. The Director assists in the research and implementation of the collective bargaining agreements as they relate to employee and labor relation matters; provides training and consultation to employees; and, performs a variety of tasks relative to assigned area of responsibility.

Under the direction of the Vice Chancellor, Human Resources, the Director may also provide day-to-day oversight for the District's Health and Welfare Benefit Programs and activities.

#### **DUTIES AND RESPONSIBILITIES**

The Director may perform any of the following duties:

1. Under the direction of the Vice Chancellor, Human Resources, assists management with statutes such as Equal Employment Opportunity, Americans with Disabilities Act, Sexual Harassment, and other relevant employment laws. Responds to compliance complaints filed with outside agencies;
2. Coordinates and/or conducts investigations of employee and other complaints; mediates discussions for resolution of complaints; recommends complaint resolutions and follow-up actions, as appropriate;
3. Provides leadership in the informal and formal resolution of district-wide union grievances;
4. Assists management with disciplinary actions, reasonable accommodation, sexual harassment, unlawful discrimination, and implementation of resolutions;
5. Provides consultative services to district office and college managers with regard to the interpretation of laws, policies, procedures and District's collective bargaining agreements;
6. Serves as a liaison for the District to various agencies and governmental units; responds to inquiries and provides confidential data and analysis, as requested; assists in internal and external auditing processes by providing confidential data and reports; answers questions; retrieves documents as needed; conducts actuarial evaluations, as required;

7. Develops, recommends, and implements policies and procedures related to Employee and Labor Relations; prepares and maintains documentation on policies, procedures, laws, and regulations;
8. Develops, recommends, and implements policies and procedures related to reasonable accommodation, sexual harassment, and unlawful discrimination;
9. Coordinates all aspects of the District's Equal Employment Opportunity Plan and work closely with human resource managers to ensure compliance;
10. Assists in the preparation of documents and reports to the Board of Trustees on personnel recommendations, including employment actions, and disciplinary matters;
11. Compile and analyze data, develop statistical reports, and prepare reports and surveys;
12. Serves as a member of the Labor Management Relations committee;
13. Participates in negotiations with classified and faculty bargaining units, as needed;
14. Participates in development of Human Resources goals, objectives, and systems; participates in management and staff meetings; attends seminars and conferences; provides information as necessary to staff, public, and other agencies;
15. Under the direction of the Vice Chancellor, Human Resources, provides management support for the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurance's, life insurance, long-term disability (LTD) insurance, State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) pension programs, Public Alternative Retirement System (PARS), Medicare benefits, and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA);
16. Directs the District Workers' Compensation program claims within State-mandated time frames;
17. Work closely with the colleges, departments, and unit offices to meet their service requirements and needs;
18. Attend meetings of the Board of Trustees and serve on District committees; and
19. Performs related duties and responsibilities as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Qualified candidates will possess a Bachelor's degree from an accredited four-year college or university in Human Resource Management, Human Resource Development, Adult Education, Business Management, or in a field related to the major responsibilities of this position, plus five years of professional human resource experience in the public sector, preferably in higher education. In addition, qualified candidates must have three (3) years of increasingly responsible supervisory experience related to the duties and functions of the position description.

Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

### **Demonstrated knowledge of:**

1. Principles of management, supervision, and personnel administration;
2. California Education Codes, Federal and State Laws and Regulations; and California Government Regulations that relate to the human resource function, collective bargaining, and employee relations in a Community College;
3. Equal employment opportunity, workforce diversity, discrimination, harassment, and compliance and human resources operations;
4. Use of information technology in the administration of a Human Resource Services unit; and
6. Statistical and research methods and effective reporting protocols.

### **Demonstrated ability to:**

1. Develop and maintain a strong service orientation;
2. Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements;
3. Gather and analyze data and situations and make appropriate decisions;
4. Communicate with technical and non-technical users clearly and concisely, both orally and in writing;
5. Prioritize work while maintaining a high-level of customer service;
6. Work effectively in a collegial teamwork environment;
7. Maintain a variety of complex and confidential files and records;
8. Respond to requests and inquiries from employees;
9. Establish and maintain effective working relationships with those contacted in the course of work;
10. Maintain absolute confidentiality of sensitive information and work performed; and
11. Effectively communicate with others and ability to develop and deliver proactive training in recruitment and employment.

Demonstrated skills that include:

1. Strong interpersonal skills;
2. Excellent organizational skills and initiative to improve processes; and
3. Excellent computer proficiency in the use of word processing and spreadsheets.

Desired Qualifications:

Human Resource/Employee and Labor Relations experience in higher education, preferably in the California community colleges system.

Physical Conditions:

While performing the duties of this job, the employee is required to have the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-30 pounds. Requires sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. The employee frequently is required to sit, reach with hands and arms, talk, and hear.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.