

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## Management Class Specification

### **VICE CHANCELLOR HUMAN RESOURCES**

#### **MANAGEMENT RESPONSIBILITY**

The Vice Chancellor, Human Resources is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the implementation of Board policy and District procedures as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policies or procedures through his/her reporting authority and/or serving on District-wide administrative councils and committees.

#### **GENERAL DESCRIPTION**

The Vice Chancellor, Human Resources will report directly to the Chancellor. The Vice Chancellor will provide overall leadership to plan, develop, implement, and coordinate the human resource services and organizational development programs of the district including, but not limited to, a proactive and integrated human resource system, employment, employee relations, benefit programs, employee health and welfare programs, payroll services, emergency preparedness and workplace safety, training and development, and collective bargaining relationships in compliance with Federal and State laws and regulations, District policies and procedures, collective bargaining agreements, equal employment opportunity, staff diversity, and the District's mission, vision, and strategic plan.

#### **REPRESENTATIVE DUTIES**

1. Under the direction of the Chancellor, provide overall leadership to the District in human resource management, human resource development, and organizational development. The Vice Chancellor will ensure the District's compliance with applicable laws, District policies, and bargaining agreements.
2. Coordinate human resource services and organizational development programs of the District in collaboration with College Presidents, Vice Chancellors, Vice Presidents, senior staff, college administrators, and appropriate shared governance groups.

3. Develop and interpret policies and procedures for recruitment and retention of a highly qualified and diverse faculty and staff. Develop and implement recruitment strategies. Identify, communicate, and implement processes for screening and interviewing applicants and evaluating and developing employees.
4. Coordinate all aspects of the District's Equal Employment Opportunity Plan and work closely with human resource managers to ensure compliance.
5. Oversee and coordinate with the Manager, Employment, Diversity, and Employee Relations, on employment, recruitment, equal employment opportunity, diversity, classification, compensation, and performance and disciplinary issues.
6. Oversee and coordinate with the Manager, Payroll Services, on administration and processing of employee payroll, annuities, retirement system contributions, and related matters.
7. Oversee and coordinate Employee Benefits and Workers' Compensation, on health and welfare, retirement, leave policies and their application, and workers' compensation.
8. Develop comprehensive and integrated communication activities, including web presence, monthly newsletters, special notices, and informational documents for employees, retirees, future employees, and the general public.
9. Facilitate evaluation process; coordinate with colleges and oversee administrator contract renewal process.
10. Serve as Liaison with collective bargaining units. Engage in negotiations with the collective bargaining units and administer labor contracts between the District and designed employee bargaining units, thereby establishing and maintaining an effective fair employment practices program.
11. Develop and implement a staff development program to include: employee orientation programs, employee training programs, mandated training (e.g., sexual harassment, Title V for hiring committees), leadership development, and training programs (such as performance management, coaching, diversity, work/life balance) to address district goals and needs.
12. Design and implement long- and short-term efforts to develop internal capacity to facilitate and improve organizational effectiveness in alignment with the strategic mission and goals of the District.
13. Assess staffing and develop district staffing plan in collaboration with Chancellor, Vice Chancellors, and College presidents.

14. Interpret and ensure compliance with federal and state statutes and regulations, the rules and policies of the Board of Trustees, and the administrative directives of the Chancellor as they affect human resource services and organizational development.
15. Oversee State Chancellor reporting as required regarding certification of faculty and staff development and flexible calendar program.
16. Provide advice and counsel regarding employee and management rights, position classification, salary administration, benefits, collective bargaining agreements, and positive resolution of performance issues.
17. Oversee legal issues related to areas of responsibilities (e.g., employment contracts, reduction in workforce, disciplinary actions, sexual harassment, grievance resolutions, Public Employment Relations Board cases, and Equal Employment Opportunity Commission cases). Serve as liaison to legal firms providing counsel on human resource matters.
18. Direct and oversee continuous review and audit of district policies and procedures related to functional areas of responsibility.
19. Direct administration of the employment, diversity, and employee relations function and provide oversight to recruitment, hiring processes, workforce diversity, position classification, salary administration, official personnel records; performance improvement, performance evaluations, disciplinary matters, and related contract issues.
20. Direct administration of benefit and Workers' Compensation function and provide oversight to health and welfare programs, leave issues, unemployment insurance, workers' compensation, life insurance, retirement, and other benefit-related programs.
21. Direct administration of payroll services ensuring efficient and timely payroll administration and compliance with applicable laws, guidelines, and mandates.
22. Direct administration of emergency preparedness and workplace safety and provide oversight to development and management of district-wide emergency management plan, policies, procedures, emergency and safety awareness programs, occupational and workplace safety services and compliance, and related matters.
23. Collaborate with the Vice Chancellor, Business Services, on issues related to providing a safe and healthy working environment.
24. Compile and analyze statistics of human resource-related reports for federal and state agencies and California community college system.

25. Develop and administer budget for the Office of Human Resource Services and Organizational Development.
26. Ensure that effective communication methods are utilized in providing employees, retirees, potential employees, and the general public information about human resource programs and services. Develop and maintain a human resource webpage that is easily and widely accessible.
27. Make presentations to the Governing Board in matters concerning human resource, legal, administrative, or other concerns as requested by the Chancellor. Coordinate preparation of reports to the Board of Trustees related to personnel recommendations.
28. Serve as representative of the District to governmental agencies and civic and community groups as appropriate and upon direction of the Chancellor.
29. Attend meetings of the Board of Trustees and serve on District councils and committees;
30. Serve as a member of the Chancellor's Executive Cabinet.
31. Perform all other related and implied duties as assigned by the Chancellor.

## **MINIMUM QUALIFICATIONS**

### Education:

Qualified candidates will possess a Bachelor's -degree or equivalent from an accredited college or university in an area related to the responsibilities of this position. Five years of formal, increasingly responsible and varied public-sector experience in administering a comprehensive human resource management and human resource development program including employment, employee relations, employee health and welfare benefits, payroll, classification and compensation, training and development, organizational development, and strategic management. Knowledge and understanding of student, staff, faculty, and management roles and responsibilities in the higher education environment.

### Knowledge, Skills, and Abilities:

1. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff;
2. Knowledge of the principles of administration, leadership, management, human resource development, human resource management, and educational administration;

3. Familiarity with California Education Codes, California Government Code, and Federal and State laws and regulations as they relate to public-sector human resource function, collective bargaining, and employee relations in a Community College;
4. Management level experience in areas such as policy development, implementation, and interpretation of laws related to human resources and equal employment opportunity compliance;
5. Demonstrated ability to lead a proactive, people-focused human resource services unit;
6. Demonstrated experience in administration of compensation and classification systems;
7. Demonstrated effective use of current technology in the administration of a human resource services unit;
8. Knowledge of research methodology and ability to use statistical methods and effective reporting protocols;
9. Demonstrated written and oral communication skills, particularly with public and government agencies;
10. Demonstrated ability to develop, implement, and maintain a strong service orientation;
11. Ability to establish and maintain effective relationships with District personnel and the general public;
12. Knowledge to accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.

### **DESIRABLE QUALIFICATIONS**

1. An earned Master's degree or doctorate from an accredited higher education institution
2. Demonstrated ability to promote and implement quality improvement initiatives
3. Leadership experience in higher education institutions

### **APPOINTMENT**

The Vice Chancellor, Human Resources shall be appointed by the Governing Board upon the nomination of the Chancellor and shall serve under the terms of an appropriate administrative contract.

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

Adopted by Board of Trustees on December 16, 1997

Revised: December 10, 2002

Effective: December 3, 2002

Revised: June 18, 2008 (change in title, scope, and responsibilities)

Recommended to the Board of Trustees on June 24, 2008

Adopted by the Board of Trustees on June 24, 2008

**Adopted by the Board of Trustees on August 21, 2012**

**Effective: August 21, 2012**