

Imperial Valley College

Associate Vice President, Human Resources

DEFINITION:

Under the direction of the Superintendent/President, the Associate Vice President of Human Resources serves as 1) the Chief Human Resources Officer (CHRO), 2) Equal Employment Opportunity and Diversity Officer (EEO), 3) Title IX Officer for the college and 4) Administrative Executive Leader responsible for the recruitment, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions; coordinate and direct personnel, payroll and benefits, fiscal management, resources, communications and information to meet district needs; and supervise and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES:

- Plan, organize, direct, and provide leadership for assigned human resources functions, services, and activities including recruitment programs and selection activities for academic, classified, and administrative personnel; classification and compensation studies and programs; and workers' compensation activities and related programs.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies, procedures, and programs.
- Monitor and evaluate the efficiency and effectiveness of departmental service delivery methods and procedures and recommend, within departmental policy, appropriate service and staffing levels.
- Oversee and participate in the development and administration of the human resources department and permanent labor annual budget; participate in the forecasting monitoring and approving expenditures; implement adjustments and applying zero-budgeting practices.
- Ensure the labor budget aligns with the organizational staffing model and complies with current laws and regulations.
- Evaluate, recommend, and implement strategies to improve institutional policies and practices to foster high levels of campus engagement, improve employee morale, and reduce employee turnover.
- Plan, direct, and coordinate the work of assigned staff, review and evaluate work products, methods, and procedures; and organize and meet with staff to plan, develop, and implement effective programs and services in assigned areas of responsibility.
- Responsible for the oversight of payroll and benefits programs.
- Consult with and advise administrators, managers, and supervisors on a variety of human resources matters including in the interpretation and application of policies and procedures related to personnel, collective bargaining agreements, federal laws, state laws, California Education Code, and other applicable legal guidelines and rulings; and ensure personnel actions are in compliance with current law and internal policies.
- Recommend, plan, design, and implement training sessions for employees throughout the District, , including trainings on effective management practices, customer service, performance management, leadership development, and succession planning. Plan schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions;
- Coordinate and present personnel training programs and informational presentations,

- Provide assistance to the Superintendent/President as requested research background information related to labor negotiations; participate in reviewing and analyzing bargaining proposals from labor unions; serve as lead negotiator in bargaining unit contract negotiations, conduct meet-and-confer discussions with unrepresented groups; and participate in the preparation of management proposals and counter-proposals.
- Participate in monitoring District adherence to collective bargaining agreements; participate in investigating and addressing employee grievances arising out of the application and interpretation of the collective bargaining agreements.
- Conducts or oversees a variety of employment investigations including complaints and allegations of: unlawful discrimination, sexual harassment, hostile work environment, etc. and according to approved District procedures.
- Manage and oversee the human resources management computer systems; participate in the development of new systems and in solving problems with existing systems in collaboration with Information Systems staff; and oversee and participate in the development and implementation of web-based human resources management systems including web-based recruitment activities.
- Oversee the processing of personnel transaction documents, maintenance of department records and files, and security and accessibility of those documents and records.
- Conduct a variety of studies and investigations; prepare a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, contracts, documents, and other materials.
- Develop and maintain a comprehensive classification plan for positions within the District; conduct studies related to compensation, benefits, and classification of positions in the District; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; gather, analyze, and interpret compensation and benefits data;
- Serve as designee for the District's EEO and Diversity and Title IX Compliance Officer; assist in developing and administering the District's Staff Equal Employment Opportunity (EEO) Plan and related policies and programs to assure compliance with federal, state, and District regulations.
- Serve as Chair of the EEO & Diversity Committee and Chairs or participates in committees related to professional development. Participates in other governance and adhoc committees as member of executive cabinet.
- Administer assigned employee relations programs including the District's Incentive Program and Employee Rewards and Recognition Program.
- Keep abreast of laws, regulations, legislation, and court decisions pertaining to human resources programs and services; recommend and assist in implementation of changes in policy or procedures as necessary to ensure compliance with applicable laws and regulations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources, program development, and implementation.
- Continuously review, evaluate, and modify performance evaluation tools to ensure alignment with the district goals, priorities, and job descriptions to administer effectively performance evaluations.
- Plan, organize, prepare, or direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel, including but not limited to employee retention studies, campus/department climate, and budget analysis; plan, organize, and present a variety of written and oral reports to the Board of Trustees, Superintendent/President, District Management Team and other District constituent groups
- Participate and contribute to the college grant and fund raising development strategy.
- Participate in local outreach and community development.

- Serve as the primary liaison to the District's retirees, as it relates to benefits and relevant campus activities to keep them informed.
- Contribute and ensure the comprehensive master plan, institutional goals, and district priorities are achieved.
- Perform related duties and responsibilities as required.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- Principles, trends, methods, strategies and procedures pertaining to human resources management, labor relations, staff diversity and staff development.
- Principles, methods, techniques and strategies of organizational planning, evaluation and forecasting.
- Principles and practices of management and supervision.
- Wage and salary administration; job and compensation analysis; job descriptions and classification systems; and legal mandates, policies and procedures appropriate to the administration of a comprehensive human resources program in a community college, e.g., appropriate laws, applicable retirement systems, and workers' compensation.
- Data management, storage and retrieval systems and an understanding of the dynamics of the changing environment in information technology.
- Perform related duties and responsibilities as required.

Ability to:

- Develop, design and implement reports, policies and studies covering a wide range of college concerns.
- Apply technology to effectively and efficiently manage services.
- Establish and maintain effective and harmonious working relationships with a diverse population of students, faculty, staff, administrators, and community.
- Communicate effectively both orally and in writing.
- Make clear and concise oral presentations.
- Work in an atmosphere of participatory governance with decision-making.
- Demonstrate consensus-building skill.
- 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 assigned personnel.

EDUCATION AND EXPERIENCE:

- Possession of a Master's degree with a major in human resources management, business administration, public administration, or related field.
- Three years of increasingly responsible professional public personnel or related experience including one year of supervisory and management experience.

WORKING CONDITIONS:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

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| 1. Seldom: Less than 25 percent | 3. Often: 51 to 75 percent |
| 2. Occasional: 25 to 50 percent | 4. Very Frequent: 76 percent and above |

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is a non-educational administrator position, range 11. This position has direct responsibility for formulating and implementing policy regarding the Human Resources of the College and the District.