

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## Management Class Specification

### **DIRECTOR OF HUMAN RESOURCES**

#### **Range 19**

#### **GENERAL DESCRIPTION**

Under the direction of the Vice Chancellor, Human Resources, the Director of Human Resources manages various human resource processes including recruitment, selection, and employment matters in compliance with Federal and State laws, District's policies and procedures, collective bargaining agreements, and staff diversity; assists in the research, negotiation, and implementation of collective bargaining agreements; oversees the maintenance of confidential and sensitive personnel records and files; serves as resource and provides training and consultation to employees regarding various human resources processes; participates in special projects and performs a variety of tasks relative to assigned area of responsibility.

The Director of Human Resources also serves as a resource to management and staff on the computerized integrated system (Banner). The Director may also provide assistance to the Director of Employee and Labor Relations as needed to address changing workload needs.

#### **DUTIES AND RESPONSIBILITIES**

The Director may perform any of the following duties:

1. Provides consultation and training in Human Resources processes and procedures, and provides management assistance and information to departments and other divisions within the District on these matters;
2. Oversees the recruitment and selection process for all District classifications and ensures full compliance with both federal and state rules, regulations and guidelines;
3. Manages the development and maintenance of classification, reclassification, and salary structures including development and maintenance of job descriptions;
4. Research, investigate, and provide recommendations related to workplace accommodation as needed to address employment and return to work issues.
5. Reviews district-wide personnel action recommendations as delegated;
6. Manages all aspects of personnel records administration for the District, including personnel files and electronic records;
7. Serve as the unit liaison to District Information Technology Services; communicate programming requirements and facilitate programming modifications and upgrades;
8. Responsible for the accurate administration of the Human Resources Integrated System (HRIS) database (Banner); provides training and direction to Human Resources staff on the Banner database and applicable reports related to employment; interacts and serves

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- as department liaison with the Information Technology staff to develop, enhance, and modify departmental computing hardware and software;
9. Oversees process and management of the application tracking system; develop and provide district-wide training;
  10. Coordinates and monitors the employee evaluation process as assigned;
  11. Participates in the preparation of documents and reports to the Board of Trustees on personnel recommendations, including salary schedules, job descriptions, employment actions, and other related matters;
  12. Compile and analyze complex data; develop statistical reports, and prepare reports and surveys.
  13. Supervises the employment eligibility process including completion of background checks (e.g., references, fingerprinting), I-9 Employment Eligibility Verification, tuberculosis testing, and physical examinations;
  14. Develops, recommends, and implements policies and procedures related to employment; prepares and maintains documentation on policies, procedures, laws, and regulations;
  15. Assists in the development and administration of the Human Resources budget and expenditures;
  16. 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;
  17. Works closely with the Benefits staff to ensure efficient and coordinated operation of benefits and payments;
  18. Works closely with Payroll and Employment staff to ensure efficient and coordinated operation to ensure proper salary payments;
  19. Utilizes system database and other computerized resources to prepare a variety of statistical and analytical reports as required, including state employee data;
  20. Oversees process and work closely with the Vice Presidents of Academic Services, Vice Presidents of Student Services, and Deans for seniority including faculty tenure-track ranking and faculty adjunct seniority;
  21. Coordinates and directs the District Random Drug Testing Program in compliance with the Regulations for Commercial Motor Vehicle Drivers and ensure District compliance with the Federal Regulation; coordinates with District's contracting agency for the testing of covered employees; maintains confidential records of test results, statistical data for audit purposes and reports;
  22. Coordinates the Human Resources process for classified seniority hours;
  23. Work closely with the colleges, departments, and unit offices to meet their service requirements and needs;
  24. Participates in negotiations with classified and faculty bargaining units, as needed;
  25. Attend meetings of the Board of Trustees and serve on District committees; and

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26. 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 a field related to the major responsibilities of this position, plus five (5) years of professional human resource experience in the public sector, preferably in higher education. In addition, qualified candidates must have at least three (3) years of increasingly responsible supervisory experience related to the duties and functions of the position description.

Functional experience working with an integrated HRIS system, such as Banner, Datatel, PeopleSoft, or similar systems in an educational environment.

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. Applicable laws, rules, regulations, codes and statutes relating to personnel management for a public institution;
3. 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;
4. Equal employment opportunity, workforce diversity, discrimination, harassment, and compliance and human resources operations;
5. Human resources information systems;
6. Salary and classification administration;
7. Use of information technology in the administration of a Human Resources unit; and
8. Statistical and research methods and effective reporting protocols.

Demonstrated ability to:

1. Develop and maintain a strong service orientation;
2. Gather and analyze data and situations and make appropriate decisions;
3. Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements;
4. Supervise and direct the work of assigned staff to achieve the goals of assigned area within the Office of Human Resources;
5. Communicate with technical and non-technical users clearly and concisely, both orally and in writing;
6. Prioritize work while maintaining a high-level of customer service;
7. Work effectively in a collegial teamwork environment;
8. Maintain a variety of complex and confidential files and records;
9. Respond to requests and inquiries from employees;

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10. Establish and maintain effective working relationships with those contacted in the course of work;
11. Maintain absolute confidentiality of sensitive information and work performed; and
12. 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;
3. Technical human resources knowledge and analytical skills; and
4. Excellent computer proficiency in the use of word processing and spreadsheets.

Desired Qualifications:

Human Resource experience in higher education, preferably in the California community college 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.