



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

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|----------------------------|--|---------------------------------------|--|
| POSITION TITLE: | Director of Human Resources | | |
| JOB CLASSIFICATION: | <input type="checkbox"/> Administrator - Educational | <input type="checkbox"/> Confidential | |
| | <input checked="" type="checkbox"/> Administrator - Classified | <input type="checkbox"/> Classified | |
| | <input type="checkbox"/> Faculty | | |
| RANGE: | 40 | | |
| HOURS PER DAY: | Up to 8 | | |
| HOURS PER WEEK: | Up to 40 | | |
| MONTHS PER YEAR: | Up to 12 | | |
| REPORTS TO: | Associate Vice President of Human Resources | | |

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Human Resources provides strategic leadership in the planning, organization, direction, evaluation, and revision of the District's routine Human Resources operations. The Director supervises employees administering insurance programs, retirement benefits, workers' compensation, return-to-work, leaves, reasonable accommodations, recruitment, onboarding, professional growth, recordkeeping, employment contracts, labor relations, and similar employment processes. Incumbents are responsible for hiring, training, assigning, scheduling, supervising, and formally evaluating classified and confidential staff. Employees in this classification receive limited supervision within a broad framework of laws, regulations, policies, and procedures. This is an administrative, overtime exempt position.

TYPICAL DUTIES

Essential Functions:

- Use principles of strategic human resources management in the planning, organization, direction, evaluation, and revision of the District's routine Human Resources operations.
- Provide leadership and management for benefits administration, workers' compensation, return-to-work, leaves, reasonable accommodations, recruitment, onboarding, professional growth, recordkeeping, employment contracts, labor relations, and similar employment processes.
- Advises the Associate Vice President of Human Resources on the development, implementation, evaluation, and revision of department policies, procedures, and practices.
- Participates in short and long-term strategic planning for the Human Resources department including assessing current operational status, internal strengths and weaknesses, and external threats and opportunities and developing and proposing action plans.

POSITION DESCRIPTION**POSITION TITLE: Director of Human Resources**

- Establishes and maintains professional working relationships with management and staff in all District departments and divisions and a wide variety of external stakeholders.
- Works collaboratively and cooperatively with District management staff, governance committees, and union leaders to provide guidance, support, and direction in all employment-related matters including recruitment and hiring processes, labor relations, performance management, legal and policy compliance, and disciplinary matters.
- Provide mediation and conflict resolution services to District management and employees to address employment-related disputes.
- Lead and conduct job and classification analyses including reviewing essential functions; minimal qualifications; required knowledge, skills, and abilities; and appropriate placement on District salary schedules.
- Plan, organize, evaluate, and revise the department's recordkeeping and maintenance policies and procedures for personnel files, confidential employee data, grievances, complaints, claims, and other critical information.
- Provide strategic guidance to District divisions and departments in developing succession plans, staffing plans, recruitment priorities, retention programs, staff evaluation procedures, and management objectives.
- Develops and prepares the annual preliminary budget for the Human Resources department; analyzes and reviews budgetary and financial data, authorizes department expenditures in accordance with District policies and procedures.
- Participates in a variety of committees and staff meetings to promote current and proposed Human Resources policies and objectives; participates in a variety of committees and meetings on and off campus.
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides training for department personnel.
- Performs related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS*Knowledge of:*

- District employment policies and procedures.
- California Government Code and Education Code regulations impacting public employment.
- Federal and state equal employment opportunity and non-discrimination laws and regulations.
- Title IX regulations and requirements.
- California public employee and teacher's retirement system programs.
- Workers' compensation, Americans' with Disabilities Act, state and District leave policies, return-to-work, FMLA, CFRA, Pregnancy Disability Act, and related injury, illness, and protected leave programs.

POSITION DESCRIPTION**POSITION TITLE: Director of Human Resources**

- California public employee relations regulations and principles of collective bargaining.
- Principles of effective staff management and leadership.
- Principles of effective public administration.

Ability to:

- Plan, direct, and manage daily staff activities in a human resources department.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Interpret, explain, and apply employment laws, regulations, and requirements.
- Organize, direct, and evaluate the work of others.
- Communicate effectively, orally and in writing.
- Exercise tact, diplomacy, and good judgment during interactions with all internal and external stakeholders.
- Exercise initiative to promote the mission, vision, values, objectives, and goals of the Human Resources department.
- Analyze problems, determine effective solutions, and take independent action to achieve desired results.
- Research and analyze information and data, make recommendations, and prepare and present clear and concise reports.
- Operate standard office equipment and computers and learn and use software applications such as Microsoft Office programs, Access, Colleague, NeoGov, and other programs.
- Develop, prepare, and administer budgets and special programs.
- Establish, organize, and maintain confidential files and records.
- Provide guidance and direction on a wide variety of employment-related and legal compliance matters.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

QUALIFICATIONS*Education Required:*

- Bachelor's degree from an accredited institution or the equivalent.

Education Preferred:

- Bachelor's or graduate degree in human resources management, public administration, business administration, organizational leadership, employment law, or a related field.

POSITION DESCRIPTION

POSITION TITLE: Director of Human Resources

Experience Required:

- Two years of progressively complex and responsible experience in human resources, personnel administration, or labor relations.
- Demonstrated success in working collaboratively and cooperatively with stakeholders.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Demonstrated successful interpersonal communication and leadership skills.

APPROVALS

Date Created/Revised: 07-06-2015/07-28-2015/02-2019

Cabinet Reviewed: 07-28-2015/02-2019

Board Approved: 08-19-2015/02-19-2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)