



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

POSITION TITLE:	Associate Vice President of Human Resources/Equal Employment Opportunity Officer		
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:	60		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Superintendent/President or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide leadership and direction in the operation of a comprehensive Human Resources unit; to plan, organize, and administer District Human Resources functions; to develop personnel policies, procedures, programs, and services; to oversee recruitment activities, hiring functions, and maintenance of personnel files; to maintain liaison with legal counsel in interpretation of laws, rules, and regulations; to coordinate labor relations functions and risk management activities; to oversee staff development and professional growth activities; to implement the Equal Employment Opportunity program including coordination of the unlawful discrimination complaint procedure; and to administer the District's employee health insurance and workers' compensation programs. This job class functions at a senior program management level of classification.

TYPICAL DUTIES

- Plans, organizes, and directs the District's comprehensive human resources operations.
- Develops, reviews, and recommends personnel policies and procedures.
- Administers the District's workers' compensation program and coordinates safety related training activities.
- Administers the District's health insurance benefits programs for employees.
- Maintains liaison with District legal counsel regarding employment issues and collective bargaining processes.
- Oversees and assists managers in employee discipline proceedings; coordinates hearings and related procedures.
- Serves as bargaining team member in the District's collective bargaining processes; provides contract interpretation; ensures compliance with collective bargaining agreements.

POSITION DESCRIPTION**POSITION TITLE: Associate Vice President of Human Resources/Equal Employment Opportunity Officer**

- Coordinates the preparation of employee contracts and work agreements including the tracking of probationary and grant-funded employees; oversees employee performance appraisal processes.
- Establishes hiring processes and preparation of forms in conformance with laws, rules, and regulations.
- Establishes and maintains personnel files including setting up and integrating data for MIS and payroll documentation; maintains leave accounting records.
- Oversees the comprehensive employee recruitment activities for the District; creates and updates position descriptions; prepares position announcements and advertisements; distributes materials both on line and through hard-copy channels.
- Coordinates the preparation of screening and interview materials; coordinates the interview scheduling and candidate notification; ensures District hiring practices comply with minimum qualifications and approved standards.
- Administers the District's Equal Employment Opportunity program; monitors and analyzes recruitment and selection processes; advises administrators, supervisors, and other faculty and staff related to Equal Employment Opportunity.
- Provides training to Search Committees; coordinates the functions and responsibilities of the Faculty and Staff Diversity Advisory Committee.
- Administers the District's unlawful discrimination complaint policies and procedures: receives complaints; coordinates investigations; assists in resolution in compliance with local, state, and federal laws.
- Coordinates training for sexual harassment and other required activities.
- Provides oversight, planning, and coordination of staff development and professional growth activities.
- Develops and administers the budget for Human Resources and other assigned areas; monitors expenditures.
- Serves on/participates in a variety of internal and external committees, meetings and organizations.
- Selects, supervises, assigns, and evaluates the work of Human Resources and assigned staff.
- Prepares and presents reports, recommendations, correspondence, and related communications.
- Ensures District compliance with local, state, and federal regulations related to employment practices.
- Supervises other areas as assigned.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of personnel administration including recruitment, selection, professional development, labor relations, and training.
- laws, codes, and regulations governing public personnel administration.
- laws, rules, and regulations of equal employment opportunity and unlawful discrimination.
- principles, rights, and techniques of public sector collective bargaining.
- basic principles of management and supervision such as directing, organizing, assigning and reviewing work, motivating and appraising employees.
- recordkeeping and reporting requirements related to public personnel administration.

Ability to:

- plan, direct, and manage the activities and operations of a comprehensive human resources department.
- effectively communicate in both oral and written forms.
- direct, supervise, and formally evaluate the work of others.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- analyze complex problems, evaluate alternatives and recommend effective courses of action.
- work successfully with computer systems.
- facilitate organizational development and change with effective collaboration of participants.
- prepare clear and concise reports, correspondence and other written materials.
- continuously monitor changes in regulations, policies and technology related to area of management.
- show sensitivity toward the diverse population served.

QUALIFICATIONS

Education/Experience Required:

- Master's degree from an accredited institution in Business Administration or related field, or the equivalent.
- Five years progressively responsible experience in Personnel Administration, including two years supervisory experience; prior experience in several functional areas of personnel administration in any college, university, public agency, or corporate setting.

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APPROVALS

Date Created/Revised: 6-2006/ 7-2007/ 3-2017

Cabinet Reviewed: 3-21-2017

Board Approved: 12-2006/ 4-19-2017

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)