



## **Associate Director, Employee Health and Wellness, Compliance, and College Support Services**

**Management Range: 17**

Board Approved 06/13/24

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Associate Director, Employee Health and Wellness, Compliance, and College Support Services is responsible for managing, planning, coordinating and implementing a comprehensive Health and Wellness program District-wide, as well as providing support for the colleges and assisting in the coordination of the District Title IX program.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

#### **Employee Health and Wellness Functions**

1. Oversees the administration of health and welfare benefit administration and the employee leave program.
2. Assists in the design and implementation of a comprehensive employee wellness program that addresses physical, mental, and emotional health.
3. Develops educational materials and resources to promote healthy behaviors and lifestyle choices.
4. Assists in coordinating health fairs and workshops to educate employees about wellness topics.
5. Establishes partnerships with external health organizations, vendors, and consultants to enhance wellness offerings.
6. Collects and analyzes data related to employee health and wellness to assess employee needs and program effectiveness; prepares reports on program outcomes.
7. Ensures compliance with relevant health and safety regulations and guidelines.
8. Communicates and promotes wellness program goals and activities to employees through various channels.

#### **Compliance Functions**

1. Ensures the colleges compliance with Title IX regulations and guidance; serves as a point of contact for Title IX matters on campus.
2. Assists in Title IX investigations; facilitates informal resolutions when appropriate.
3. Develops educational materials to raise awareness about Title IX; updates website as needed.
4. Maintains accurate and confidential records of Title IX complaints and investigations.
5. Assists in the preparation and submission of Title IX compliance, complaint statistics, and outcomes to District leadership and relevant authorities.

#### **College Support Services Functions**

1. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information and assure



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proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others and necessary.

2. Provides consistent interpretation/application of human resources policies and procedures.
3. Collects and analyzes data related to employee turnover, satisfaction, and engagement; identifies trends, patterns, and root causes of employee attrition.
4. Develops and administers employee satisfaction and engagement surveys; analyzes results to inform retention strategies.
5. Evaluates the District's onboarding processes for effectiveness; collaborates with the colleges to ensure new employees are effectively onboarded.
6. Establishes regular channels for employee feedback, conducts retention interviews; provides feedback and recommendations to District and College leadership.

### **MINIMUM QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Operational characteristics, services, and activities of human resources administration and practices in a public higher education setting.
- Principles and practices of job development, evaluation, and classification techniques.
- Compensation principles, practices, methods and techniques.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principle and practices of records and personnel file management.
- Pertinent federal, state, and local laws, codes and regulations, relating to California Education Code, and Title 5.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of lower-level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title IX, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.



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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education/Training:**

- A bachelor's degree in public administration, human resources, business administration or a related field.

### **Required Experience:**

- Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

- **License and Certification:**

Valid California Driver's License.

### **Preferred Experience:**

- Master's degree in human resources, public administration, or business from an accredited college or university.
- Experience in the California Community College system or in public higher education.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.