



## Vice Chancellor, Human Resources, Payroll, and Police Services

### Executive Leadership Range 4

Board Approved 10/19/23

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*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 general direction of the Chancellor, the District's Chief Human Resources Officer plans, organizes, directs and develops strategies for all police, payroll, human resources and employment relations operations, equal employment opportunity, staff development, classification, benefit programs and labor relations including negotiations and contract management. Provides advice and council to District management and the Board of Trustees on all matters related to human resources management and employer/employee relations.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Develops strategies for long and short-range plans, goals, objectives, policies and procedures in the areas of human resources, police, and payroll services.
2. Plans, directs, evaluates and reviews the human resources functions of recruitment, employment, compensation, classification, employee benefits, and professional development programs.
3. Directs the collective bargaining negotiations and contract management for the District and advises management and the Governing Board on all matters relating to labor/employee relations.
4. Analyzes and processes classified and academic grievances according to the appropriate negotiated contract procedures.
5. Develops strategies and provides leadership and assistance for in-service training of management staff in regulatory laws, directives and principles of personnel management.
6. Directs the administration and maintenance of all official personnel files and records.
7. Develops strategies and provides leadership and assistance for in-services training of management staff in regulatory laws, directives and principles of personnel management.
8. Provides supervision and direction to the Director(s) of Human Resources, Payroll, and Police Chief.
9. Provides advice and council to management staff regarding disciplinary and grievance resolution.
10. Develops, reviews and recommends board policies and administrative regulations on Human Resources matters.
11. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
12. Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program, including Police and Payroll Services.
13. Directs the development of the human resource department's budget process.
14. Represents the college in the capacity of Vice Chancellor of Human Resources at professional meetings, public functions and maintains involvement in community activities such as service clubs, boards, United Way, etc.
15. Performs other duties as assigned.



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#### **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:**

- Principles and practices of personnel administration and applicable laws, rules, codes and regulations.
- Principles, trends, methods, strategies and procedures pertaining to human resource management, labor relations, equal employment opportunity, liability, and staff development systems and programs.
- Principles, methods, techniques, and strategies or organizational planning, control, evaluation and forecasting.
- Modern data management, storage and retrieval systems.
- Legal mandates, governing Board policies, operational procedures and guidelines appropriate to the administration of a comprehensive human resources management program.

##### **Ability to:**

- Plan, direct, administer and implement human resources policies, goal and objectives.
- Evaluate and review human resources programs, operations, and services.
- Provide leadership to, and oversee and evaluate both district and campus human resources
- Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions.
- Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Conduct negotiations and contract administration.
- Train, supervise and evaluate personnel.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Education:**

- Possession of a Master's Degree from an accredited institution of higher education.

##### **Experience:**

- Five years of increasingly responsible management experience in human resources, personnel administration and labor negotiations.
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community and community college students and faculty and staff, including those with physical or learning disabilities.



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#### **Desirable Qualifications:**

- Doctorate from an accredited institution of higher education.
- Master's degree in Human Resources, Public Administration, Business Administration, Organizational Development, or a related academic preparation.
- Experience in the California Community College System.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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 with extended periods of time viewing computer monitor.

**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 20 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.