



Executive Director, Human Resources

Management Range: 24

Board Approved: 06/20/2019

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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

Under general direction of the appropriate Administrator, the Executive Director of Human Resources plans, organizes, directs and develops strategies for all human resources and employment relations operations of the San Bernardino Community College District (District), including but not limited to personnel operations, equal employment opportunity, staff development, classification, benefit programs and labor relations including negotiations and contract management. Provides advice and council to District management on all matters related to human resources management and employer/employee relations.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Develops strategies for long and short-range plans, goals, objectives, policies and procedures in the areas of human resources and employee relations.
2. Plans, directs, evaluates and reviews the human resources functions of recruitment, employment, compensation, classification, employee benefits, and professional development programs.
3. Oversees 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 for effective customer service oriented operations of the Office of Human Resources and Employee Relations.
8. Provides advice and council to management staff regarding disciplinary grievance resolution.
9. Develops, reviews and recommends board policies and administrative regulations on Human Resource matters.
10. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
11. Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program.
12. Directs the development of the human resources department's budget process.
13. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.



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14. Performs other duties as assigned.

QUALIFICATIONS

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.

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 programs and activities.
- 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

Education/Training:

A Master's Degree in human resources, business administration, public administration, organizational development or a related field.

Experience:

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

Preferred Education and Experience:

1. Doctorate from an accredited institute of higher education.
2. Experience working in an educational institution, preferably a community college.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

These 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; 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.