

Vice Chancellor, Human Resources & Equal Opportunity  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237426>

Downloaded On: Jun. 28, 2024 12:19pm

Posted Jun. 12, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Vice Chancellor, Human Resources & Equal Opportunity
<b>Department</b>	Executive
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jun. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Other Administration - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5322091">https://apptrkr.com/5322091</a>

**Apply By Email**

**Job Description**

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**Vice Chancellor, Human Resources & Equal Opportunity**

HR EMPLOYMENT/CAREERS

The webpage about the Vice Chancellor, Human Resources & Equal Opportunity search can be found using this web address - <https://www.fhda.edu/hrvicechancellorsearch/>

PPL Inc. has been selected to assist with the recruitment for the Vice Chancellor of Human Resources



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and Equal Opportunity. Nominations and inquiries about this opportunity (prior to the position closing date) should be directed to the PPL Inc. search consultants using the information below:

Pamela D. Walker, Ed.D.

Vice President, PPL, Inc.

[jpwalker@pplpros.com](mailto:jpwalker@pplpros.com)

(916) 768-8565 Diane Clerou, M.P.A

Senior HR Consultant, PPL, Inc.

[dclerou@pplpros.com](mailto:dclerou@pplpros.com)

(559) 999-9992

**Initial Review Date: 07/16/24\***

\*For full-consideration, all application packets must be received by 11:59 pm on the Initial Review Date. This position will become open until filled after the Initial Review Date. Any complete applications received while the position is open until filled will only be reviewed by the hiring committee upon the hiring committee's request.

**Salary Grade: A - 12**

**Full Salary Range: \$219,726.09 - \$309,180.10 annually\***

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$219,726.09 - \$242,244.71 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

**The Foothill-De Anza Community College District is currently accepting applications for the executive management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and

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services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

### **JOB SUMMARY:**

The Foothill-De Anza Community College District is actively seeking a dynamic individual who will lead the Human Resources Division with a commitment to nurturing a culture of service that enhances the employee experience. This leader will play a crucial role in establishing the institution as a prominent place for talent recruitment and retention, ensuring it is recognized for its exceptional workforce.

The ideal candidate will be a change management expert with a leadership style that is both assertive and cooperative, dedicated to advancing a model of human resources that promotes equity and individual empowerment. They will be a driven professional, embodying the principles of diversity, equity, and inclusion, and skilled at building constructive relationships with collective bargaining leaders.

We are looking for a visionary and strategic-minded individual who is passionate about creating a workplace that not only attracts but also retains the best talent by offering a superior employee experience and a dedication to service excellence. Moreover, the role provides a unique opportunity to shape the future of the division's operations, particularly through input into the modernization of HR systems and workflows, and investment into new HR talent, making a lasting impact on the institution's trajectory. The new Vice Chancellor of Human Resources & Equal Opportunity will join the Chancellor's Executive Leadership Team and help build a progressive and inclusive future where your input will be instrumental in the evolution of our HR landscape.

### **POSITION PURPOSE, NATURE, and SCOPE:**

Under the leadership of the Chancellor and in accordance with the student success, equity, and empowerment goals of the District, the Vice Chancellor plans, organizes, directs, administers, reviews, and evaluates districtwide Human Resources programs, including: collective bargaining, grievance administration, academic and classified employment, classification, compensation, leadership and staff development, diversity/Equal Opportunity programs, benefits, retirement, and policy development; advises and counsels senior and executive administration and the Board, on policy, legal

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requirements, and the impact of legislation; and develops and presents policies in response to legislation and District needs.

The Vice Chancellor of Human Resources and Equal Opportunity directly supervises the Associate Vice Chancellor of Human Resources, Director of Equity, Employment, and Professional Development, Director of Benefits, and either supervises or has oversight over all confidential and classified staff within the division. This position is responsible for policy development, contract negotiations, interpretation, implementation, and application decisions; representing the District in grievances and arbitration; responding to employee-related litigation, evaluating discrimination and harassment complaints; and overseeing department issues, such as budget, operations, and procedures.

### **KEY DUTIES and RESPONSIBILITIES:**

1. The duties and responsibilities listed below are representative of the position. They are not intended to be an exhaustive list.
2. Develop and implement effective, inclusive, and equitable Human Resources policies, procedures, services, and systems.
3. Coordinate Human Resources activities to support the college community in meeting the District's mission.
4. Provide leadership to anticipate future needs of the District and prepare to meet them by understanding demographic trends within the workforce, predicting skill shortages, and planning for succession in key positions.
5. Advise the Chancellor and Board on policy and legal requirements and compliance.
6. Serve as chief advisor to the Chancellor on strategic matters related to human resources and employee relations, including personnel matters involving litigation, and in participating in strategic and long-range planning for the district.
7. Consult and work with legal counsel to ensure compliance with all relevant laws, regulations, and contractual agreements, so the District is proactive in mitigating risks and building a reputation as a responsible employer.
8. Serve as chief negotiator for the District as well as meet and confer with Administrative Management Association and Confidential employees.
9. Oversee negotiations with unions to ensure coordinated, comprehensive, positive, and collaborative negotiations consistent with District goals of mutual interest and respect.
10. Engage with all employee groups, such as Classified and Faculty Senates, to meet needs, develop programs, and respond to problems.
11. Prepare analysis (including operational and fiscal impact in collaboration with the District CBO) and present recommendations to the Board.
12. Harness data and analytics to make informed and evidence-based decisions.

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13. Provide guidance to and collaborate with, the Director Equity, Employment, and Professional Development to ensure policies and procedures are in alignment with equity goals and the District's current and long-term professional development needs.
14. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education.
15. Ensure district compliance with federal equal employment opportunity regulations, Title 5 and Title IX. Oversee discrimination and harassment complaints to ensure appropriate investigation, response, and preparation of reports and recordkeeping.
16. Provide training in effective employment practices that incorporate strategies to reduce/eliminate the impact of implicit bias throughout the process; provide information and support for retention of new employees. Prepare and present reports to appropriate audiences detailing the impact of equity-focused employment practices.
17. Maximize employee engagement and retention.
18. Develop and facilitate staff development, training activities, and opportunities to ensure employees are equipped with the skills and knowledge to thrive during transitions.
19. Mediate and conciliate employee grievances; represent the District in grievance hearings; direct disciplinary actions; collaborate to ensure successful completion of supervisor/employee relations.
20. Responsible for development and implementation of complex classification systems and competitive compensation plans for all employee groups which are fiscally sound, and that substantially recognize employee contributions to the District.
21. Direct and review effectiveness of employment services including recruitment efforts, selection processes, onboarding procedures, and retention efforts of District staff.
22. Review and evaluate effectiveness of assigned staff, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; recommend operational changes to increase efficiency, effectiveness, and equity of the human resources function.
23. Provide leadership in planning and administering employee benefits program, negotiate benefit plans, features, and employee contributions, and ensure communications and implementation.
24. Provide leadership and participate on shared governance committees.
25. Ensure compliance with the District's Injury and Illness Prevention Program by maintaining a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
26. Perform other related duties as assigned.

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## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Federal and state labor and employment laws and regulations including but not limited to Collective Bargaining, Title 5, Civil Rights Act of 1964 and 1991, ADA, the Education Code, Government Code, Fair Labor Standards Act, and Family Medical Leave Act and Title IX.
2. Health/welfare benefits, Worker's Compensation, and classification/compensation systems.
3. Principles of equity, inclusion, and diversity, and the provisions of equal opportunity laws and regulations.
4. Effective employment services and personnel processing operations.
5. Board policy development and implementation.
6. Effective labor relations strategies with bargaining units using collective bargaining agreements.
7. Human Resources administrative principles in education or other public agencies.
8. Mediation and conflict resolution practices and arbitration rules.
9. Budget and finance.
10. Commonly used computer software and communication media.
11. Participatory governance/decision making, consensus building and team management.
12. Modern human resource organizational structures.

### **Skills and Abilities:**

1. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
2. Build trust among all constituents in the district.
3. Interact professionally in all situations.
4. Deliver effective training to employees in a variety of staff development topics and venues.
5. Manage and apply technology to Human Resources.
6. Computer literacy.
7. Leadership, decision-making, supervision, problem-solving, organizational, and analytical ability.
8. Presentation skills.
9. Ability to work virtually with teams.

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**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. An earned master's degree from an accredited higher education institution.
3. Five years progressively responsible experience within complex organizations (such as educational institutions, business, industry, government and/or non-profit organizations) with a strong record of achievement and proven management accomplishments related to the requirements of this position.

**Preferred Qualifications**

1. Master's degree or higher in Human Resources, Labor Relations, Public Administration, or related field.
2. Human resources management experience in higher education.
3. Senior Professional in Human Resources (SPHR), Society for Human Resources Management (SHRM) Certification, or other related specific human resources education and training.
4. Knowledge of federal and state educational statutes and regulations.
5. Demonstrated success in working with diverse populations.

**Licenses and Certifications:**

None

**WORKING CONDITIONS:**

The physical and mental demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical and mental capabilities for this position are:

**Environment:**

1. Virtual and in-person office environment.

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2. Variable hours including early mornings, evenings, and weekends.
3. Extended periods of time sitting.
4. Local travel to and between district sites.

**Physical Abilities:**

1. Hear and speak to exchange information in person, and on the telephone, and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sit for extended periods of time.
5. Lift and carry materials up to 20 lbs.

**Mental Capabilities:**

1. Apply critical thinking.
2. Communicate and interact with others; compose oral and written communications, reports, and presentations.
3. Conduct oral presentations.
4. Organize, concentrate, discern, and retain information.
5. Self-regulate emotion and behavior.
6. Learn and memorize information.
7. Use devices including cell phone, computer, telephone, office equipment.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.



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3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**Candidates selected for an interview, will be required to submit a list of eight references that includes: two supervisors, two subordinates (including one classified professional), one administrative peer, two faculty (or equivalent), and one community member or external partner. Candidates will be asked to submit a contact number and email addresses for each individual. (Preferably, references are to be from current and former institutions.) References will not be contacted without the candidate's permission unless the applicant is offered a final interview. At that time the District will contact all listed references, and also contact people not on the applicant's list of references.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services



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12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1613?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Executive

Foothill-De Anza Community College District

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