

VICE CHANCELLOR, HUMAN RESOURCES
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241646>

Downloaded On: Jul. 27, 2024 12:40pm

Posted Jul. 17, 2024, set to expire May 23, 2025

Job Title VICE CHANCELLOR, HUMAN RESOURCES
Department Executive
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Jul. 17, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Vice-(President/Provost/Chancellor)

Academic Field(s) Administration - Human Resources

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Job Description

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VICE CHANCELLOR, HUMAN RESOURCES

San Jose/Evergreen Community College District

Close/First Review Date:07/14/2024

Work Location: District Office

Position Description:

POSITION SUMMARY

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The Vice Chancellor of Human Resources reports to the Chancellor at the District Office. This is a full time, 12 months per year, executive management position.

POSITION PURPOSE

Reporting to the Chancellor, the Vice Chancellor of Human Resources develops and implements the human resources services necessary to support the mission of the District. Serves as an advisor to the Chancellor and Board of Trustees on strategic matters related to Human Resources planning and administration.

NATURE and SCOPE

The Vice Chancellor of Human Resources is responsible for interpretation of various state and federal laws and regulations related to human resources functions and is expected to develop policies and procedures to assure compliance with these laws and regulations. The Vice Chancellor of Human Resources serves as a district negotiator and is responsible for interpreting and assuring compliance with the provisions of the negotiated agreements between the district and its employee associations and unions. Responsibilities include planning and directing the human resources functions of the district and the planning of staff training and professional development.

KEY DUTIES and RESPONSIBILITIES

1. Provide executive-level management and shared governance leadership for human resources programs and operations.
2. Plan, organize, and direct the various Human Resources functions of the District.
3. Interpret, monitor and assist with compliance of assigned collective bargaining agreements for faculty and classified employees and policies for administrators; conduct contract administration meetings with faculty and classified union representatives and others to discuss issues related to contracts and to resolve issues involving employee relations or contractual interpretations or disputes.
4. Serve as the District chief negotiator for all bargaining units; prepare and evaluate proposals and respond to union proposals; advises the Board of Trustees on the status of negotiations in closed session, communicate with campus and District management regarding contract changes. Serve as liaison with Manager, Supervisor and Confidential (MSC) meet-and-confer group.
5. Administer the discipline process including terminations; coordinate related hearings; administer the

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employee formal and informal grievance processes; communicate with administrators, coordinate with legal counsel and make recommendations to the Chancellor and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution; and support management in the mediation of employee concerns.

6. Receive and respond to employees and student discrimination, sexual harassment, and other employment-related complaints; initiate investigations; prepare or direct preparation of investigation reports; recommend appropriate administrative responses; work with legal counsel as needed.

7. Develop, review, revise, and implement Board policies, administrative regulations, and department practices; implement improvements to achieve continuous quality improvement in human resources programs.

8. Oversee and direct all phases of talent acquisition and selection including advancing processes to ensure equal employment opportunity (EEO) and diversity, equity, inclusion and access (DEIA); use data-informed approaches to revise processes; oversee the evaluation of the effectiveness of talent acquisition policies and procedures; determine strategic advertising approaches to ensure process integrity; oversee employment-related strategic and succession planning.

9. Champion strategies to advanced and promote diversity, equity, inclusion, access, cultural competence, social justice, and a positive work and academic environment.

10. Direct classification and compensation structures; oversee processes for determining reclassification and temporary out of class assignments; oversee classification and compensation studies.

11. Direct the contracting and administration of employee health and welfare benefits; assure compliance with appropriate laws and policies.

12. Direct the administration of workers compensation processes.

13. Ensure proper investigation and administration of discrimination complaints, development of goals and policies, reporting of data to the State and Board of Trustees, coordination with campus diversity directors, and application of related guidelines and legislation in hiring decisions.

14. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and employees.

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15. Provide leadership and oversight for the employee orientation and development programs; determine training needs; administer and ensures the scheduling of employees for legally mandated trainings; provide training on the collective bargaining agreements, Board policies, administrative procedures, and relevant federal and state laws and regulations.
16. Communicate with other administrators, employees and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
17. Develop and prepare the annual preliminary budget for Human Resources; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
18. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline employees according to established policies and procedures.
19. Attend and conduct a variety of meetings as assigned; serve on the Chancellors Cabinet, the Executive Council and various advisory groups as assigned. Attend Board meetings and make oral presentations.
20. Perform other duties assigned or delegated by the Chancellor.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles, practices, and trends in public sector human resources management related to labor relations, EEO, DEIA, talent acquisition, workplace safety, benefits and leave administration, employee relations, human resources information systems administration, classification, compensation, performance evaluation, training, legal compliance, and other related areas.
2. Principles and practices of shared governance, collective bargaining, public administration, strategic planning, and staff development.
3. Mediation and conflict resolution strategies and approaches.
4. Arbitration processes and advocacy.
5. Applicable laws, codes, regulations, policies and procedures related to employee functions,

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collective bargaining and employee relations in a community college.

6. Employment practices related to faculty, administrators and classified staff.

7. Budget preparation and control.

8. District policies and procedures.

9. Effective oral and written communication skills.

10. Principles and practices of administration, supervision and training.

11. Interpersonal skills using tact, patience and courtesy.

12. Modern office technology use and assigned software, commonly used software and communication mediums.

13. Diverse academic, socioeconomic, cultural, disability; and ethnic backgrounds of community college students.

Skills and Abilities:

1. Plan, organize, control and direct the Human Resources functions of the District.

2. Administer collective bargaining agreements including negotiations, discipline, terminations and grievances.

3. Interpret and assure compliance with collective bargaining agreements and various State and Federal laws, codes, rules and regulations related to Human Resources including the California Education Code and Title V.

4. Supervise and evaluate the performance of assigned staff.

5. Interpret, apply and explain rules, regulations, policies and procedures.

6. Establish and maintain cooperative and effective working relationships with others

7. Operate a computer and assigned office equipment.

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8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Direct the maintenance of a variety of reports and files related to assigned activities.
11. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
12. Communicate effectively both orally and in writing, including complex proposals and presentations.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. A Masters degree in related field from an accredited college or university.
2. Five years of increasingly responsible leadership/administrative experience in an educational environment.
3. Significant experience in both instruction and student affairs by providing service to students directly
4. Progressively responsible administrative experience in areas such as policy development, implementation and interpretation of laws relating to curriculum, program development and institutional research.
5. Experience in institutional strategic planning demonstrated by engagement and collaboration.

Desired Qualifications:

Desirable Qualifications:

1. Proven experience of creating a positive working relationship with labor organizations.
2. Experience working with oversight Boards and collaborative governance structures.

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3. Experience in promoting a work environment that embraces diversity and equity.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$299,891 - \$347,160 Annual Salary (Executive 2024-2025 Salary Schedule).

Benefits:

Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Manager and Supervisor positions also include 22 vacation days, 20 holidays, 12 sick leave days and 6 administrative leave days per year.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse

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group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

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

Contact

Executive

San Jose/Evergreen Community College District

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