

TEMPORARY District Director of Human Resources  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242215>

Downloaded On: Jul. 27, 2024 12:08pm

Posted Jul. 26, 2024, set to expire Jul. 23, 2025

**Job Title** TEMPORARY District Director of Human Resources  
**Department** Human Resources  
**Institution** State Center Community College District  
Fresno, California

**Date Posted** Jul. 26, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Human Resources

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**Job Description**

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**TEMPORARY District Director of Human Resources**

**Salary:** \$66.70 - \$82.03 Hourly

**Location:** SCCC District Office - Fresno, CA

**Job Type:** Temporary

**Division:** DO Human Resources

**Job Number:** 202400162-T

**Closing:**

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### **General Purpose**

Under general direction, plans, organizes and reviews the work of professional, technical and administrative staff engaged in human resources activities related to employee and labor relations, employee discipline, leave management, position classification, compensation, performance appraisal and collective bargaining contract administration; serves as the District liaison with the Personnel Commission; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of staff assigned to the District Human Resources Department; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual department budget; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the performance of staff; directs and oversees staff selection; establishes performance requirements and personal development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation; hears and acts on grievances; subject to concurrence by executive management, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board policies, Administrative Regulations, Personnel Commission Rules, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- With other members of senior management, participates in the development and implementation of District strategic plans, goals and objectives; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
- Serves as the District's representative for liaison with the Personnel Commission; represents the

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District at monthly Commission meetings to provide the District's viewpoint and interests on matters affecting classified employees; prepares documents and submits various items to the Personnel Commission for consideration; works cooperatively with the Personnel Commission and its staff to coordinate hiring processes and new employee on-boarding and orientation; works cooperatively with the Personnel Commission and its staff to draft classification specifications; assists in reviewing and revising Personnel Commission rules; reviews the Commission's periodic employee reclassification recommendations report and represents the District in resolving issues considered not in the District's best interests.

- Develops, recommends, evaluates and implements policies, procedures and standards designed to improve efficiency and effectiveness of services provided by the Human Resources Department.
- Provides professional/technical advice and guidance to District administrators on complex human resources matters.
- Assists the Vice Chancellor, Human Resources in collective bargaining with classified bargaining units; assists in developing negotiation strategies; prepares and evaluates proposals and responses to proposals from employee organizations; completes and analyzes data used in contract negotiations and costs out proposals; may administer the implementation of collective bargaining agreements and communicate with District management regarding contract changes; assists with compliance of the agreements; works to resolve issues involving employee relations or contractual interpretations or disputes; administers the grievance process including arbitration; works with legal counsel to respond to claims of unfair labor practices.
- Administers the District's disciplinary process in compliance with state/federal laws, board policies, administrative regulations, Personnel Commission rules and collective bargaining agreements; monitors corrective action and disciplinary procedures to ensure fair and equitable treatment of employees; provides consultation and advice to management and employees on the progressive discipline process; trains managers on performance management and preparing memoranda of concerns and letters of reprimand; modifies such documents when appropriate; recommends disciplinary action including suspension, demotion and termination, and works in collaboration with legal counsel to prepare Notice of Charges and Recommended Disciplinary Action; coordinates and monitors the Skelly hearing process and negotiates settlement agreements; provides consultation and technical expertise to administrators, managers and employees on a variety of complex and confidential disciplinary matters; approves termination of probationary employees.
- Administers employee leave programs in accordance with state and federal laws, board policies, administrative regulations and collective bargaining agreements; oversees the interactive discussion process Districtwide and ensures compliance with disability leave laws; facilitates interactive discussion meetings on complex issues such as temporary modified duty assignments

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and placement on the 39-month list; provides technical assistance and advice to administrators, managers and employees on leave programs, the interactive discussion process, the Americans with Disability Act (ADA) and other pertinent laws; works with the Benefits Coordinator on issues involving workers' compensation and return-to-work.

- Oversees and coordinates classification and compensation studies and functions for the District including approving new or revised duties for classification specifications; recommends changes to the Personnel Commission on employment standards, minimum qualifications, and knowledge, skills and abilities; approves and reviews working-out-of-class studies prepared by professional HR staff; reviews requests for advanced placement on salary schedules.
- When directed, oversees the conduct of salary surveys and wage studies; reviews the interpretation of data and recommends changes in compensation for positions and classes.
- Acts for the Vice Chancellor, Human Resources in that individual's absence.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

### OTHER DUTIES

- Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Participates in shared governance processes and initiatives.
- Performs related duties as assigned.

### Employment Standards / Minimum Qualifications

#### KNOWLEDGE, SKILLS AND ABILITIES

*Knowledge of:*

- Principles, theories, processes and practices of public human resources administration, including labor relations/negotiations, employee relations/discipline, performance appraisal, job analysis/position classification, compensation and leave management.
- Laws, codes, rules, regulations, court decisions and legal interpretations related to the management of human resources in a community college merit district, including the California Education Code, ADA, Fair Employment and Housing Act (FEHA), Educational Employment Relations Act (EERA), Family and Medical Leave Act (FMLA), Affordable Care Act (ACA),

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California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL).

- The organization, functions, operations, policies and goals/objectives of the District and its Colleges.
- Principles and practices of sound business communications.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Principles and practices of strategic planning.
- Principles and practices of internal consulting.
- Trends and practices in human resources management.
- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

### *Skills and Abilities to:*

- Plan, organize, implement and direct a comprehensive human resources program in conformance with laws and professional standards.
- Understand, interpret, explain and apply Board, Personnel Commission, state and federal laws, codes, regulations, policies and court decisions governing the District's human resources management programs.
- Train, supervise and motivate employees.
- Prepare and present effective written and oral communications and reports on a variety of classified human resources policies, procedures and decisions that are comprehensive and meet legal requirements.
- Interpret, apply and explain principles of human resources management and laws related to personnel operations.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on difficult human resources situations.
- Work collaboratively with other District directors and managers and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Communicate information accurately and effectively; understand requests for information or

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assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.

- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in human resources, public administration, business administration or a closely related field, and at least seven years of progressively responsible experience in a human resources position in a school district or public agency, including supervision of professional and technical staff; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands*

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### *Mental Demands*

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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

### **Assessment Process**

**Only the most qualified applicants will be invited to interview for the assignment.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4554714/temporary-district-director-of-human-resources>

### **Contact Information**

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

### **Contact**

N/A

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