

Associate Vice Chancellor, Human Resources  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250271>

Downloaded On: Dec. 13, 2024 3:37am

Posted Dec. 11, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Associate Vice Chancellor, Human Resources
<b>Department</b>	Executive
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Dec. 11, 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 - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5858708">https://apptrkr.com/5858708</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Associate Vice Chancellor, Human Resources**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 01/06/25\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.

**Salary Grade: A2/A3 - K**

**Full Salary Range:**\$162,484.61 - \$28,632.20 annually\*\*



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**\*\*Actual placement is based on applicant's verified education and experience (Customary Hiring Range: \$162,484.61 - \$179,139.30 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 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 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.

### **POSITION PURPOSE:**

Reporting to the Vice Chancellor of Human Resources and Equal Opportunity, this position is responsible for leadership in the management and administration of personnel policies and practices, including recruitment and employment, collective bargaining, classification and pay, performance management and training, HRIS, and employee relations.

The Associate Vice Chancellor reports to the Vice Chancellor of Human Resources/Equal Opportunity who provides policy direction and has executive level responsibility for all human resources related functions for the District. The Associate Vice Chancellor is responsible for helping to manage the core human resources functions, provide direction and support for daily operations, supervise staff, and coordinate with other programs and services related to or in support of the HR functions. The Associate Vice Chancellor presents reports on a wide variety of HR related issues and consults with all

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levels of District staff and union representatives. The Associate Vice Chancellor may be assigned to serve on a variety of participatory and task specific committees, initiatives, teams and task forces as needed or requested. The Associate Vice Chancellor acts in the absence of the Vice Chancellor of Human Resources and performs related duties as assigned.

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

The following duties and responsibilities are typical but not limited to the following:

#### **District Human Resources Leadership and Collective Bargaining**

1. The Associate Vice Chancellor is responsible for the clear articulation of District personnel policies, procedures, collective bargaining agreement, and applicable laws and regulations to administrators and employees to ensure compliance and effective HR administration.
2. Participate in shared governance and collaborate on a variety of institutional issues including employee relations, HR administration, union relations, collective bargaining agreements and related HR topics.
3. Assist with negotiations including developing and presenting innovative and responsive proposals in both interest based and positional bargaining environments. In conjunction with management and union bargaining teams work to achieve effective resolution to negotiations issues.
4. Develop and present training on human resources related topics and procedures, and as required to effectively implement collective bargaining agreements. Provide direction and development of new employee orientation and staff development programs.
5. Administer grievance and disciplinary processes. Provide consultation and direction to administrators and supervisors on the resolution of employee disputes and conflict.
6. Direct the classification and compensation systems, including classification studies, salary survey analysis; and development of compensation and salary placement related recommendations.

#### **Employment**

1. Direct the recruitment and selection support services for authorized vacant positions. Ensure effective and efficient administration of electronic application and database systems, onboarding procedures and related functions.
2. Monitor and track budget expenditures; ensure compliance and effective use of resources.

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### **Personnel Processing and Record-keeping**

1. Direct processing of personnel transactions, new hire authorizations and employee onboarding, employee separations, and record-keeping.
2. Ensure compliance, organized record-keeping, and effective use of resources and systems.

### **Equal Opportunity and Leave Administration**

1. Promote and assist with the District's Equal Opportunity and diversity plans in the administration of Human Resources policies, procedures, services, and programs, including recruitment and selection, and oversight to ensure compliance with the Family
2. Medical Leave Act (FMLA). Coordinate as needed with the benefits director on leave, accommodation, and workers' compensation. Respond to complaints and ensure appropriate investigation, reporting and compliance.

### **Human Resources Department Operations**

1. Coordinate the day-to-day operations of the Human Resources Department including recruitment and selection, equal opportunity and diversity outreach, compensation and classification, personnel processing, personnel recordkeeping, accommodations, personnel policies, employee appraisal and recognition, contract administration and employee relations; supervise, develop and evaluate Human Resources support staff.
2. Coordinate the development, implementation and modification of the human resources information system for the management of employee, retiree, contractor, and related HR records and documentation. Serve as Department lead in the continued implementation of human resources information systems; facilitate continued modification following implementation.
3. Assist in the development and monitoring of department budget.

### **Related Duties**

1. Perform related duties requiring a high level of responsibility and independent judgment.

### **EMPLOYMENT STANDARDS**

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### **Knowledge:**

1. Human Resources administration and practices in public higher education.
2. Using and applying Human Resource Information System technology.
3. Job evaluation and classification techniques.
4. Compensation practices, methods and techniques.
5. Applicable federal and state laws, rules and regulations.
6. Principles of supervision, training, performance evaluation and discipline.
7. Leadership, team building, motivation and conflict resolution principles.
8. Collective bargaining and labor relations in the public sector.
9. Fair employment practices and recruitment and selection procedures leading to a diverse pool of qualified applicants.

### **Skills and Abilities:**

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. Demonstrated success in labor relations/negotiations.
3. Organize and direct workflow.
4. Communicate effectively and persuasively both orally and in writing with faculty, staff, administrators, constituents and representatives.
5. Effectively mediate disputes and resolve conflict.
6. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
7. Demonstrate initiative, creativity, and assertiveness in developing and implementing new programs.
8. Manage a number of projects and issues simultaneously.
9. Prioritize and organize information.
10. Work effectively under pressure.
11. Work with difficult individuals.
12. Demonstrated success with extensive public contact with individuals, small groups and large groups.
13. Conduct complex data comparison, analysis and synthesis.
14. Attend to detail.
15. Train, supervise, evaluate and manage the performance of others performing human resources work.

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16. Demonstrated flexibility and adaptability.
17. Perform with tact, patience and sensitivity.

### **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. Bachelor's degree from an accredited institution in a relevant discipline.
3. Increasingly responsible human resources management experience which demonstrates the attainment of competencies sufficient to successfully perform the essential functions of the position.

### **Preferred Qualifications:**

1. Master's degree in a relevant discipline.
2. Human resources experience in public higher education.
3. SPHR certification.
4. Demonstrated higher level critical thinking, problem solving and analysis

### **WORKING CONDITIONS:**

#### **Environment:**

1. Office environment.
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. Hearing and speaking 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. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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**Mental Capabilities:**

1. Communicating and interacting with others; composing oral and written communications and reports.
2. Oral presentations.
3. Organize, concentrate, discern, and retain information.
4. Self-regulate emotion and behavior.
5. Learning and memorizing information; applying critical thinking.
6. Using 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.
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.**

**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>



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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

Foothill-De Anza Community College District

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/1967?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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