

Executive Director, Human Resources and
Employee/Employer Relations
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261164>

Downloaded On: Aug. 14, 2025 8:05pm

Posted Aug. 14, 2025, set to expire Jan. 28, 2026

Job Title Executive Director, Human Resources and Employee/Employer Relations

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

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

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5041709/executive-director-human-resources-and-employee-employer-relations>

Apply By Email

Job Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

To plan, develop, administer, organize, coordinate, implement, direct and evaluate the District-wide human resources programs, services, operations and activities for management, academic, confidential, and classified personnel, including recruitment, testing, selection, hiring, employment,

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wage and salary administration and collective bargaining; work directly with managers, supervisors, employees, and representative groups to maintain positive employee/employer relations and resolve disputes; provide District-wide consultation and technical direction in human resources programs, employee and union contract management and investigation, and resolution of unlawful discrimination and harassment complaints; ensure that programs are operating within the appropriate human resources parameters and remain in compliance with District, local, State and/or federal requirements and guidelines, including Equal Employment Opportunities (EEO), Fair Employee and Housing Act (FEHA), and the Americans with Disabilities Act (ADA); ensure timely and accurate submission of required human resources reports and documents; and provide complex staff assistance to the Vice Chancellor of Human Resources.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice Chancellor of Human Resources.

Exercises functional and technical supervision over professional, technical, clerical and other personnel as assigned.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

In a participatory governance setting, plan, develop, administer, organize, coordinate, implement and direct a variety of core functions in human resources programs, services, operations and activities, such as recruitment and selection, employment, classification, compensation, certification, collective bargaining, employee and union contract management, investigation and resolution of discrimination and harassment complaints, and staff training and development to ensure the viability and legality of human resources policies, programs, improvement of human resources services, and maintain established practices and standards.

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Assist the Vice Chancellor of Human Resources in developing and administering the District's EEO, Equity and Inclusion, and ADA/FEHA programs, services, policies and procedures in compliance with District, State and federal regulations; and assist in the formulation and development of other human resources programs, goals and objectives, and new or revised policies and procedures; develop and maintain diverse recruitment pools; work in conjunction with District administrators, managers, and supervisors to facilitate resolutions related to ADA/FEHA compliance and provide oversight and direction to the District's Interactive Process.

Facilitate efforts in the District's organizational planning, especially in the area of human resources and staff planning, development of organizational structures, and work processes and procedures that facilitate attainment of established program goals and objectives; develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Answer questions and provide technical expertise, information and assistance to the Vice Chancellor of Human Resources, other District managers, administrators and employees, students, and the public regarding assigned human resources and employee/employer relations functions and other matters, such as insurance programs and employee benefits; work closely with various human resources department personnel; coordinate efforts with risk management, employee benefits, and payroll departments; and work closely with the colleges and departments to meet their service requirements and needs.

Serve as an active member and primary technical human resources support to the Vice Chancellor of Human Resources of District negotiating teams for collective bargaining as assigned; serve as liaison and work cooperatively with bargaining unit representatives for both classified and academic staff; ensure the adherence to applicable provisions of collective bargaining agreements.

Assist with legal issues relating to labor relations and employee relations; prepare or propose District case positions/responses regarding PERB, discipline or grievance issues; interact directly with attorneys and law firms; receive and respond to complaints and grievances from employees and students regarding discrimination, sexual harassment, employment contract violations and other issues; conduct and oversee research, investigations and grievance sessions to determine resolutions in accordance with District policies, practices and procedures and applicable collective bargaining agreements; and recommend appropriate corrective action and counsel employees as appropriate.

Interpret, apply and explain laws, rules, regulations, policies and practices related to human resources

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administration, equal employment opportunities and collective bargaining; counsel District administrators, managers, supervisory personnel and others on the relevance of federal and State human resources laws affecting assigned functional areas; counsel administrators, managers, and supervisors on matters concerning job performance issues and complaints.

Ensure that position vacancies are filled in a timely manner; direct the recruitment, testing and selection of applicants for employment and provide leadership, consultation, training, and advice; participate in recommending candidates for employment; direct the processing, completion and recording of all human resources transactions; direct the preparation, distribution and completion of administrative and academic contracts; ensure that all personnel records related to assigned functions are maintained according to established procedures; respond, on behalf of the District, to complaints or inquiries by job applicants; investigate and research background of complaints, serve as the first line of defense in resolving employment hiring issues; oversee fingerprint procedures and submission to the Department of Justice (DOJ), ensuring compliance with DOJ fingerprinting rules and procedures.

Ensure the annual performance evaluation of all District employees and that eligible employees receive appropriate salary step increases, cost of living adjustments or other salary schedule changes; coordinate, work with and assist supervisors in improving below standard work performance of assigned employees, evaluating and documenting progressive discipline issues and recommending employee terminations as necessary.

Direct the timely coordination of employee recognition programs, such as "Outstanding Classified Employee of the Year."

Communicate with other human resources personnel, District and college administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities; maintain liaison with the Employee Assistance Program.

Review, recommend and implement new, revised or updated District policies, administrative regulations and procedures, ensuring legal compliance; interpret, apply and explain District policies, procedures and State and federal legal requirements to conduct the District's human resources programs.

Represent the District as needed regarding assigned areas of human resources; chair or serve on committees, task forces and other work groups; provide technical expertise concerning assigned areas of human resources and employee/employer relations.

Review and certify the accuracy of data concerning personnel and employee/employer relations

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program participation; oversee the development and enhancement of human resource information systems; conduct research and direct the timely and accurate compilation, preparation and submittal of a variety of statistical and narrative reports, annual reports, proposals, recommendations, special studies, correspondence and other materials, as required or requested by the Board of Trustees, District administrators, the State or federal government or other agencies.

Manage and coordinate the collection and analysis of employment, salary, and assignment information for personnel reporting purposes; direct the timely preparation and submission of related Board agenda action items for administrative, academic, classified and temporary personnel for Board approval; prepare reports on a wide range of human resources subjects for Board presentation and consideration; ensure the timely preparation and distribution of other up-to-date human resources information, such as recruitment flyers and web pages.

Ensure the timely preparation and distribution of required information to targeted employees, such as an accurate accounting of accumulated vacation time for each District administrator and classified employee and Sabbatical Leave application memorandum to eligible faculty.

Train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group; provide a climate that encourages staff development in formulation of job objectives and provides for staff participation to achieve goals and objectives for assigned services.

Manage the District's job classification and compensation system; conduct and oversee wage and benefit surveys; evaluate and monitor District pay policies to ensure pay equity and compliance with contractual agreements and legal requirements.

Supervise programs and support services in human resources which link expenditures of District-controlled funds and District-approved activities with accomplishment of District-wide goals and objectives; prepare, administer, recommend, and monitor annual budgets for areas of assignment; prepare recommendations and justifications regarding budget requests for staff, equipment, materials and supplies; authorize expenditures according to District policies and applicable regulations.

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Develop and provide written and oral reports, presentations, and trainings to employees and/or the public at various gatherings; conduct workshops to provide specialized information regarding the

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human resources programs and services of the District; ensure the development and dissemination of information related to new or revised automated systems, requirements or regulations affecting human resources operations and services; identify, communicate and make recommendations regarding trends in human resources.

Represent the District in court, at hearings and on related administrative, personnel, and other committee and commissions, as appropriate.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM 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.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree from an accredited college or university with major course work in human resources management, business or public administration or a closely related field, including or supplemented by training in employee/employer relations. A Juris Doctorate (JD), Doctor of Education (EdD), master's degree with emphasis in business or public administration, psychology, industrial organization psychology, or industrial relations is preferred.

Experience:

At least five years of increasingly responsible experience in employee/employer relations and human resources managing human resources operations and activities, including recruitment and selection, employment, wage and salary administration, collective bargaining, contract administration, grievances, and investigation and resolution of discrimination and harassment complaints, in a public education setting, including at least three years in a supervisory capacity or at least five years

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providing direction to managerial/administrative personnel on employee relations matters.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE OF:

Budget preparation and control.

Computer systems and software applications related to human resources and employee/employer relations programs.

Conflict resolution methodologies.

District policies and procedures related to human resources management.

Effective labor relations with a focus on informal and formal dispute resolution strategies.

Human resources information systems functions and operations.

Interpersonal skills including tact, patience, diplomacy, and emotional intelligence.

Methods of developing selection devices, grading test items, and assuring job relevance.

Modern office practices, procedures, methods, and equipment.

Negotiation techniques and public sector collective bargaining processes.

Oral and written communication skills, including business report writing.

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Position management and organizational design.

Principles of organization, management, supervision, employee and organizational development, leadership, team building, motivation, conflict resolution, and training

Principles, trends, practices, procedures, methods and techniques of human resources management in the public sector involving recruitment and

selection, employment, wage and salary administration, diversity and EEO, collective bargaining, contract administration, staff training and development, and investigation and resolution of discrimination and harassment complaints.

Progressive discipline procedures and documentation.

Public employment programs, including recruitment, selection, classification, performance appraisal, self-funded employee benefits, equal employment

opportunities, worker's compensation and records management.

State and federal laws, codes and regulations related to public human resources management and collective bargaining, including the California

Education Code, American with Disabilities Act, and the California Government Code.

Technical aspects of human resources management.

ABILITY TO:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization.

Assist in developing and administering policies and procedures for human resources.

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Assure the preparation, maintenance and retention of personnel files and data.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Conduct effective internal investigations.

Develop, monitor, and administer assigned budget.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Exercise initiative and work independently with minimum direction.

Interpret, apply and explain applicable District policies and procedures.

Interpret, apply and explain applicable local, State and federal laws and regulations.

Make effective public presentations to a variety of audiences on human resources related topics.

Negotiate collective bargaining agreements.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to human resources.

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Participate in developing automated human resources information systems.

Plan and organize work.

Plan, develop, organize, coordinate, direct and evaluate assigned human resources functions, programs, services, operations and activities.

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Prepare and present comprehensive oral and written reports and recommendations.

Prepare complex and comprehensive human resources summaries, reports and analyses.

Provide leadership in a variety of human resources areas including recruitment, selection, equal employment opportunities, compensation and benefits,

collective bargaining, grievance and disciplinary procedures, performance appraisal and records management.

Recruit administrative, academic, and classified personnel.

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Train, lead, guide and direct managers and supervisors to effectively address and resolve employee concerns.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work cooperatively with Information Technology personnel to develop sound information and reporting systems and procedures related to human resources.

Contact Information

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

Contact

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