

Executive Director of Human Resources  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261950>

Downloaded On: Sep. 4, 2025 7:58am

Posted Sep. 2, 2025, set to expire Nov. 15, 2025

**Job Title** Executive Director of Human Resources  
**Department** Human Resources  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Sep. 2, 2025

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

**Job Categories** Director/Manager

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

**Apply Online Here** <https://apptrkr.com/6523453>

**Apply By Email**

**Job Description**

Executive Director of Human Resources

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**Recruitment Start Date** 08/28/2025

**Recruitment End Date**

**Open Until Filled** Yes

**First Consideration Date** 09/26/2025

**Salary Range** M-81

**Pay Rate** \$191,180 - \$251,581 annually

**FLSA Status** Exempt

**Health & Wellness**

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- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

### About Citrus College

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

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In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

### **Mission**

Citrus College provides quality educational experiences that support our students in achieving their academic, professional, and personal goals, empowering them to make positive impacts on their communities and beyond. Citrus College faculty and staff take pride in being student-centered and in cultivating a safe, caring, compassionate, and inclusive lifelong learning environment. Our college community welcomes students from all backgrounds and ensures that they have the opportunity to achieve upward social and economic mobility.

### **Accreditation**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### **POSITION SUMMARY**

Under the direction and supervision of the Superintendent/President, the Executive Director of Human Resources serves as the District's Chief Human Resources Officer and is a member of the Superintendent/President's Cabinet. The Executive Director provides strategic leadership and oversight of all human resources functions, including talent acquisition, labor and employee relations, classification and compensation, and Board policies and procedures. The role ensures the District's personnel practices align with its mission, vision, values, and legal requirements while fostering a diverse, equitable, and inclusive workplace. The Executive Director serves as the District's chief negotiator, custodian of records, and official filing officer for state conflict-of-interest reporting. This position supports shared governance and collaborates across the campus community to advance organizational effectiveness and institutional goals.

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This is a 12-month classified management position.

PLEASE NOTE THAT FIRST-LEVEL INTERVIEWS ARE ANTICIPATED TO TAKE PLACE THE WEEK OF OCTOBER 13-17, AND SECOND-LEVEL INTERVIEWS ARE ANTICIPATED TO TAKE PLACE OCTOBER 20-21.

**Minimum Qualifications/Education and Experience**

- Possession of a master's degree.
- A minimum of three (3) years of successful leadership experience as an administrator at an educational institution.
- A minimum of five (5) years of progressively responsible professional human resources experience, including experience in two or more of the following areas: employee and labor relations, talent acquisition, classification and compensation, Title IX/Title 5 administration, and compliance (with state and federal employment laws).
- Evidence of experience with knowledge and oversight of Human Resources Information Systems (HRIS) and other related software to support personnel operations and decision-making.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

**Preferred Qualifications**

- Experience fostering collaborative working relationships across constituencies, including faculty, staff, and administrators.
- Experience managing a complex HR department with multiple functional areas (e.g., leaves and accommodations, compensation and classification, talent acquisition, Title IX).
- Experience and knowledge of collective bargaining, preferably in a community college/higher education or public sector setting.

**Licenses and Certificates None**

**Essential Duties and Responsibilities**

- Administers a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedules, etc.) for the purpose of conforming to District policies, relevant laws, contracts and agreements.

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- Collaborates with internal and external personnel (e.g. other administrators, auditors, attorneys, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Serves as the District's representative on a variety of legislative, legal, and administrative meetings and proceedings including matters of unemployment claims, workers compensation hearings, court matters, etc.
- Consults and advises administrators on a wide variety of sensitive personnel issues (e.g. discipline, grievances, hiring, promotions, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.
- Coordinates the administration of the District's employee health and benefits program, including COBRA, IRS Section 125 plans, the Affordable Care Act, and related reporting.
- Coordinates the District's workers' compensation program.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services including established timeframes and in compliance with related requirements achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies including JPAs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates grievances and or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Monitors the maintenance of manual and electronic documents, files and records (e.g. background information, personnel files, vacancy listings, applicant tracking, Human Resources and Staff Diversity websites, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.
- Monitors a variety of processes (e.g. certificated and classified posting process, interview schedules, substitute placement, certificated and classified placements, personnel transfers, new employee orientation, sensitivity training, department procedures, position control, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.
- Represents the District in collective bargaining processes for the purpose of leading District negotiation of labor agreements with the three represented unions on campus.

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- Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Provides leadership to and serves on a variety of campus committees for the purpose of creating an atmosphere of collegiality and supporting the goals of the participatory governance.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and procedures, public records requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan and/or complying with regulatory requirements.
- Collects, monitors, and presents disaggregated hiring and retention data with the goal of ensuring a diverse workforce at all levels.
- Develops, implements, and monitors progress of the District's Equal Employment Opportunity Plan.
- Administer the District's human resources operations, and serves as a resource for employment practices, job classifications, job descriptions, job analysis, staffing analysis, salary administration, and salary placement.
- Develops and presents training on human resource-related topics and procedures, and as required to effectively implement collective bargaining agreements. Provides direction and development of new employee orientations and staff development programs.
- Provides leadership in District's efforts to increase the diversity of faculty and staff, and in the creation of a welcoming and inclusive work and educational environment.
- Assists with and promotes the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities.
- Performs other duties as assigned that support the overall objective of the position and the District's

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mission and philosophy.

**Department** Human Resources

**Job Category** Management

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

**Work Shift** Days

**Bargaining Unit** Unrepresented

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.



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Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

### **About Transcripts**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### **Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.



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- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1293>

**Contact Information**

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

**Contact**

Human Resources  
Citrus Community College

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