



# EL CAMINO COLLEGE

## **VICE PRESIDENT OF HUMAN RESOURCES/ ASSISTANT SUPERINTENDENT**

Classification: Classified Administrator  
Salary Range: 1

Retirement Type: PERS\*  
Revised Board Approval: February 19, 2025

---

### **KEY ROLES/RESPONSIBILITIES**

Exercise overall leadership of the Human Resources Area providing functional supervision over assigned positions. Provide vision and leadership to develop, organize, and implement Area goals and objectives; plan, develop, organize, schedule, direct, improve, and evaluate human resources programs, services, and activities; and provide oversight and overall guidance of all elements in the Human Resources Area, including human resources services and compliance initiatives around diversity, inclusion, equal employment opportunity programs, Title IX, and internal investigations. Provide leadership in reviewing and improving personnel policies and procedures and developing positive labor management relations with organized bargaining units; overseeing and monitoring employee benefit programs, managing employee disputes, and representing the District in litigation matters; supervising and evaluating the performance of assigned personnel. Responsible for advising College administrators on personnel legal issues.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the College; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among Human Resources Area staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receive executive direction from the Superintendent/President.
- Supervise and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the Superintendent/President.
- Review and recommend staffing patterns, approve goals and performance objectives for assigned personnel.
- Provide consistent interpretation in the administering and operationalizing of the collective bargaining agreements; understand and interpret agreements for employees.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

### **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.*

## **I. LEADERSHIP**

1. Lead, direct, and approve the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned departments. Lead and manage change within the Human Resources Area and across the College as directed.
2. Demonstrate effective leadership in long-range planning, program review activities, and resource development. Promote transparency within and among Areas of the College.
3. Participate actively in the life of the College, including governance processes and initiatives by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Provide overall supervision of the preparation and implementation of the Human Resources Area's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing fiscal, physical, and technological sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

## **II. FUNCTIONAL RESPONSIBILITIES: HUMAN RESOURCES PLANNING**

1. Serve as the chief advisor to the Superintendent/President on strategic matters related to human resources, diversity, inclusion, and accessibility; Title VII of the Civil Rights Act of 1964, Title IX, and other relevant state and federal laws, regulations, and guidance; and other human resources programs and services.
2. Provide administrative guidance to the Superintendent/President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
3. Advocate for effective human resources policy and procedure development, review and implementation. Collaborate with college leadership in seeking input as well as recommending and implementing solutions to human resources issues in policy setting and strategic direction.
4. Provide leadership in defining and establishing college human resources policies and collective bargaining parameters that anticipate changing work force directions and trends, and respond to dynamics and change.
5. Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; oversee Human Resources content items added to the Board agenda and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policy to the Superintendent/President; provide information and data to support decision making as requested.
6. Collaborate with college leadership to define effective marketing and recruitment programs and strategies to fund them regarding employees and students.

7. Direct the administration of various College budgets; coordinate the development of the annual College budget for expenditures with other Vice Presidents; execute budgetary documents as authorized by the Board, and assure the College maintains a balanced budget within authorized spending programs.
8. Coordinate and supervise legal matters of the College relating to employment and human resources matters; make recommendations to the Superintendent/President regarding employment of outside legal consultants; represent the College with legal counsel in various legal actions against the College relating to employment and human resources matters.
9. Provide leadership and guidance to all aspects of the Human Resources Area resource planning process, including budgeting, tracking, and reporting.
10. Oversee the planning, organization, and supervision of the personnel and activities of the Human Resources Area, including Human Resources, Title IX, and Investigations.
11. Serve on College committees, task forces and other work groups; provide technical expertise concerning human resources programs and services, equal employment opportunity, diversity and inclusion, employment disputes and resolution.
12. Provide effective management and coordination of the College's employee benefit, health and welfare programs.

**FUNCTIONAL RESPONSIBILITIES: HUMAN RESOURCES DELIVERY**

1. Provide leadership over, monitor, and improve the delivery of Human Resources programs and services throughout the College. Promote a work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
2. Serve as, or work with, the chief negotiator for the College in contract negotiations with bargaining teams representing labor unions. Serve as a resource to District negotiation teams.
3. Monitor adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements.
4. Provide legal opinion and advice, in coordination with legal counsel, to College administrative leadership on various legal issues including, but not limited to, collective bargaining, labor relations and employee discipline.
5. Maintain current knowledge of legal and legislative developments affecting the College, and provide advice and counsel, in coordination with legal counsel, regarding the impact on College obligations.
6. Serve as the custodian of District employee and personnel records.
7. Oversee and monitor the College's EEO Plan, EEO funds, and the Title IX Office.
8. Oversee and monitor the College's employee health and welfare benefit programs.
9. Monitor employee discipline; and participate in disciplinary meetings and legal matters.
10. Oversee and ensure compliance at all levels of the grievance process.
11. Maintain an understanding of and currency relative to human resource ideas, trends and practices.

**FUNCTIONAL RESPONSIBILITIES: HUMAN RESOURCES ACCOUNTABILITY**

1. Ensure College compliance with federal and state laws and Board policies related to personnel management and employer/employee relations.
2. Provide timely human resources, equal employment opportunity, diversity and inclusion information to the Board, Superintendent/President, and senior College administrators. Interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances. Demonstrate effective leadership through continuous monitoring and reporting of employment and human resources matters.
3. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disabilities, and ethnic backgrounds of community college students, faculty, and staff.
4. Evaluate and continuously improve the human resources system and critical human resources processes of the College. Monitor and analyze Human Resources operations and activities. Evaluate for effectiveness, efficiency, and accuracy in preparation for internal audits and accreditation requirements. Solicit end user feedback as needed and oversee the implementation of changes to improve office operations and activities.
5. Seek innovative ways to address recruitment, selection, development and evaluation of all employees.
6. Develop appropriate performance standards for the Human Resources Area for determining the effectiveness of human resource programs and services.
7. Ensure the effective administration of internal departmental management in the areas of fiscal control, budget, and financial resources.
8. Maintain currency through participation in regional and state professional organizations.

**III. RELATIONSHIPS**

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other College Areas to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community counselors, and others to coordinate and implement assigned programs and activities, and provide information to others.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Attend workshops and professional conferences; serve on a variety of college, community, and state committees; and meet with representatives of business, industry, and local government as appropriate.
7. Participate as an active member of the Superintendent/President's management team.

#### **IV. ORGANIZATION MANAGEMENT**

1. Provide executive level support and guidance to the College Superintendent/President in developing and implementing college-wide strategic plans, goals, objectives, policies, and priorities.
2. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Develop, prepare, submit, administer, monitor, and review annual program budgets for the Human Resources Area, including annual budget requests for equipment, supplies and personnel.
4. Train, supervise and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE GUIDELINES**

**Education:** A Master's degree from an accredited college or university, preferably with an emphasis in human resources management, management, or related field.

**Experience:** One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

#### **DESIRED QUALIFICATIONS**

**Desirable Education:** An earned doctorate from an accredited college or university; or a Juris Doctor from an accredited law school.

**Desirable Experience:** Five (5) years of increasingly responsible experience at the senior management level in the leadership of human resources divisions with emphasis in employee relations, budget, or the equivalent; extensive supervisory experience; and demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students. Administrative leadership experience in the development, organization, and management of multiple human resources related services and programs.

#### **Knowledge/Areas of Expertise: College Level**

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.

- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the Area supervised.
- Specific needs and interests of community college students.
- Effective conflict resolution and crisis management skills.
- Effective fiscal management strategies, including budget preparation and administration.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Financial reporting and record keeping.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheets, word processing and specialized software.
- Preparation, publication, and distribution of informational and promotional materials.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles and practices of effective training, supervision, and performance evaluation.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.

**Knowledge/Areas of Expertise: Job Level**

- Federal and state laws, regulations, and other legal parameters that affect the policies and practices of effective human resources management, diversity, inclusion, and accessibility.
- Public Employee Relations Act, the collective bargaining contracts, provisions of the Education Code, Title IX and Title V regulations.
- Principles of staff and management operations applicable to a major organizational unit.
- Principles and practices of public personnel administration and legal affairs.
- Community college philosophy, objectives, organization, functions, and services.
- Current research and best practices in operation of human resources programs and services in a community college setting.
- Comprehensive knowledge and understanding of equal employment opportunity, and Title IX.
- Comprehensive knowledge and understanding of the laws, rules and regulations pertaining to California Community Colleges.

**Abilities/Skills: College Level**

- Work independently with minimum administrative oversight and direction.
- Utilize effective leadership, counseling, and modeling skills.
- Utilize effective interpersonal skills including tact, patience, diplomacy, and courtesy.
- Utilize effective planning and organizational skills.
- Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies.
- Prepare and administer complex budgets for assigned program areas.
- Work effectively within a unionized environment.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilization of correct English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Prepare and present oral and written reports and recommendations.
- Prepare effective letters, District statements, and promotional materials.
- Use automated systems to maintain records, collect data, and generate reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement effective solutions in support of goals.
- Read, understand, interpret, and apply technical and legal information.

- Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Assist in related research and evaluation.
- Chair and participate in a variety of college committees and work groups.
- Collect, compile, and analyze data.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse constituencies within and outside of the College. Ability to prepare and deliver effective presentations.
- Work effectively with others to build consensus and achieve common goals.
- Demonstrate sensitivity to, respect for, and understanding of a diverse population and their academic, socioeconomic, cultural, and ethnic, and disability considerations.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.
- Respond promptly to requests and inquiries from the public.
- Train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Effectively and collaboratively work in a complex college environment, as well as within a community college system.
- Understand, communicate, and enforce regulations effectively and consistently.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Listen effectively. Gain cooperation through discussion and persuasion.
- Interpret, apply, and explain applicable federal, State, and local laws, rules, regulations, policies, and procedures and apply them in a variety of procedural situations.
- Meet assigned schedules and timelines.
- Operate a variety of office equipment including a computer terminal. Use automated systems to maintain records, collect data, and generate reports.
- Provide leadership, guidance, and assistance to the functional and operational areas within the Division.
- Observe legal and defensive driving practices when operating a motor vehicle.

**Abilities/Skills: Job Level**

- Envision, develop, and maintain short and long-term strategic initiatives. Create an equity-driven Area that fosters the success of all.
- Plan, organize, coordinate, and direct a comprehensive Human Resources management program for a community college.
- Maintain up-to-date knowledge of all functional and operational areas within the Human Resources Area.
- Develop, implement, manage, monitor, and evaluate the delivery of an effective comprehensive Human Resources management program.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.*

***Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**Work Environment**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

**Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*