



# EL CAMINO COLLEGE

## **DIRECTOR OF HUMAN RESOURCES**

Classification: Classified Administrator  
Salary Range: 13

Retirement Type: PERS\*  
Revised/Board Approval: June 17, 2024

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### **KEY ROLES/RESPONSIBILITIES**

Under direction of the Vice President of Human Resources, exercise overall leadership in Human Resources providing administrative supervision over assigned positions. Provide vision and leadership to develop, organize and implement the department's goals and objectives; plan, develop, organize schedule, direct, improve and evaluate the department's programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned.

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

### **SUPERVISION RECEIVED and EXERCISED**

- Receive general direction from the Vice President of Human Resources.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- 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 manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned departments or units. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage operational changes within Human Resources as directed.
2. Demonstrate effective leadership in long-range planning, program review, and resource development activities. Promote transparency within and among Human Resources.
3. Participate actively in the life of the College, including operational 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. Assist in preparing and implementing the department's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing 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. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. 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: College Level**

1. Serve as a key advisor to the Vice President on strategic matters related to human resources and other administrative concerns. Provide administrative guidance to the Vice President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
2. Provide effective leadership and guidance over all assigned areas and projects, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
3. Provide leadership over, monitor, and improve the delivery of services throughout Human Resources. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
4. Ensure the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
5. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities. Be alert for and effectively manage trouble spots in assigned service areas.

6. Provide timely operational, technical, and financial information to the Vice President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
7. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, racial, and ethnic backgrounds of community college students, faculty, and staff.

**FUNCTIONAL RESPONSIBILITIES: Job Level**

1. Provide assistance and consultation to managers and employees on matters, including those of a sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules, and regulations.
2. Assist with the administration of personnel programs to ensure compliance with applicable laws, codes, policies, procedures, and sound personnel management practices.
3. Serve as the primary point of contact for human resources audits to address queries, gather data, and generate reports.
4. Manage the employment services functions and assigned employees for the employment of employees of the College, including the recruitment and selection process for academic, management, and classified personnel. Ensure consistency, accuracy, and timeliness of processes and procedures.
5. Manage staff who administer the College's performance evaluation program. Recommend and implement modifications as needed.
6. Manage staff who maintain employee records and Human Resource Information System (HRIS) functions; assure compliance with personnel records retention requirements; develop and design reports as necessary.
7. Manage staff who implement the employee leave and benefits programs, including benefits orientation, FMLA information, and benefits enrollment processing. Ensure communications with employees and external benefits business partners are accurate, professional, and timely.
8. Manage the administration of the employee compensation programs and the position classification processes for management and staff positions. Provide research and background information to remain market competitive and internally equitable. Generate reports for data analysis and decision-making.
9. Provide leadership in the development and implementation of internal supervisory and management training.
10. Participate in training workshops for classified personnel, faculty members, and administrators on human resources-related topics.
11. Assist the Vice President of Human Resources with matters concerning employer-employee relations and collective bargaining units; generate information for collective bargaining or serve on the District's negotiating teams as requested.

12. Provide counseling to employees concerning employment and personnel matters; investigate, respond to, and resolve complaints by employees.
13. Assist in the internal resolution of employee grievances. Meet with concerned parties to discuss issues and recommend the best course or alternatives of action for effective resolution.
14. Ensure compliance with the collective bargaining agreements and College human resources policies and procedures.
15. Manage staff who handle State unemployment insurance procedures for employees.
16. Support, promote and assure compliance with the College's diversity and equal employment policies and procedures.
17. Participate in the collegial consultation process through service on planning and/or operations committees and task forces; attend meetings of appropriate College and employee functions.
18. Recommend committee membership for the hiring process of Human Resources Department staff; effectively assign, train, direct, supervise, motivate, and evaluate the performance of assigned staff.
19. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
20. Provide leadership and manage the overall operations and services of the Human Resources Department.
21. Determine training and performance management needs of departmental employees.
22. Provide leadership with the development and implementation of new or revised Human Resources policies, procedures, forms, job descriptions, and systems.
23. Assist in the development, preparation and monitoring of the Human Resources Department budget, and recommend budgetary allocations as appropriate.

### **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 departments within the Division and across the College to foster and facilitate a seamless campus 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 representatives, 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 assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.

6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department and the College.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the Vice President's management team.

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

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Recommend applicants for hire, train, supervise, motivate, and evaluate the performance of assigned personnel; recommend contract renewals, transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments, vendor contracts, 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. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
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:** Bachelor's degree from an accredited college or university with a degree in human resources, business, public administration, management or related field.

**Experience:** A minimum of four (4) years of professional human resources experience, including at least one (1) year in a lead or supervisory capacity.

#### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

### **DESIRED QUALIFICATIONS**

**Desirable Education:** Master's degree from an accredited college or university with a degree in human resources, business or public administration, management or related field; or a Juris Doctor from an accredited law school.

**Desirable Experience:** Five (5) years of increasingly responsible experience in a unionized environment in human resources; and increasingly responsible experience in human resources at a public institution of higher education or in the public sector.

### **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.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of management and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including budget concepts, principles, and practices, and effective budget administration and control.
- Effective record keeping.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computers, peripherals, and software programs, including information

systems, database management, spreadsheets, word processing, and specialized software.

- Proficient at using computers and assigned software, including common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

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

- Principles, practices, laws, and trends of public human resources administration.
- Must be sensitive to and have an understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college employees and students, and of individuals with disabilities.
- Job analysis and evaluation methodologies.
- Principles of sound employer/employee relations and practices.
- Equal opportunity employment guidelines, laws, regulations and practices.
- Benefit program administration.
- District organization, operations, policies, and objectives.
- Computer operation.

**Abilities/Skills: College Level**

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socioeconomic backgrounds using tact, diplomacy, and courtesy.
- 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 consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions

in support of goals.

- Prepare, administer, and control the budget for assigned program areas.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the Chancellor's Office and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports and promotional materials as required. Prepare and deliver effective presentations as requested.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned Department.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

**Abilities/Skills: Job Level**

- Assist in the development, direction and coordination of human resource policies, programs, and services.
- Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation, California Education Code, and collective bargaining agreements.
- Analyze problems.
- Effectively counsel and assist staff, faculty, administrators, and the general public.
- Assist with employee benefits, records management, classification and compensation.
- Communicate effectively both orally and in writing.
- Evaluate candidate qualifications and academic transcripts.
- Review and analyze data and make recommendations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.



- Train, assign and evaluate/review the work of assigned staff.
- Work independently with little direction.
- Interact with others using tact, patience and courtesy.
- Use personal computer and operate standard office equipment with proficiency.
- Ability to adapt to changing situations.
- Work under pressure and with deadlines.

### **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. May involve 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 the 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*