About the Position:
Under the general direction of the Director of Personnel and Human Resources, the Assistant Director of Human Resources will provide broad administrative and supervisory support for all major Human Resources department functions and services. The incumbent may serve as the Chief Human Resources Officer in the absence of the Director.

The Assistant Director of Human Resources assists in the management and supervision of the operational activities performed by the District Human Resources office staff; manages temporary hourly employment transactions; participates in matters relating to equal employment opportunity, fair employment practices, and other legal requirements related to employment; and is responsible for overseeing data collection, preparation and submission of required federal and state reports relating to employment.

Position Duties and Responsibilities:
- Supervises and assists in the coordination of district employment-related operational activities to ensure consistent application of practice and to ensure regulatory requirements are met
- Interprets, explains and applies legal code provisions, district policy and administrative regulations, collective bargaining provisions and legal regulatory requirements in the course of assignment
- Investigates complaints of alleged discrimination, employee complaints or grievances relating to fair employment practices and district policies and procedures; recommends corrective procedures and/or actions
- Participates and assists college officials in the resolution of problems, complaints or grievances and recommends and/or initiates corrective actions appropriate to the assignment
- Coordinates the reporting of data to federal, state, local and private agencies requesting or requiring statistical information (including but not limited to Management Information System (MIS) reporting, Integrated Postsecondary Education Data System (IPEDS), etc.)
- Supervises, trains, and evaluates assigned staff in the Human Resources Department
- Assists in the management of collective bargaining and other employment-related contracts; may participate in negotiations and other activities relating to district labor relations activities
- Conducts research and special studies and projects, and prepares statistical and narrative reports, utilizing various computer software (e.g. word processing, spreadsheet and database programs)
- May perform job analysis and classification studies and audits technical personnel-related work including but not limited to salary and wage administration, performance test development and validation, and performs human resources related research and analysis work
- Participates in the development and implementation of computer systems appropriate to the assignment.
- Reviews and processes requests for district records and information, including subpoenas and provides other employment-related information.
- Prepares a variety of reports and correspondence appropriate to the assignment
- Acts on behalf of the Director of Personnel and Human Resources in his/her absence
- May participate in the development and implementation of staff training programs
- Serves on and/or chairs college committees and participates in professional organizations as appropriate to assignment
- Performs related duties as required or assigned

Education and Experience:
A Bachelor’s degree from an accredited four-year college or university, with major coursework in human resources, business or public administration, industrial relations, or a closely related field. Demonstrated successful experience in human resources management; minimum of three years related work experience in Human Resources field in a supervisory capacity.
Knowledge of:
- Knowledge of principles and practices of public personnel administration; classification, compensation and benefits analysis and administration procedures; recruitment and selection techniques and procedures
- Applicable state and federal employment-related laws and regulations
- Basic functions and structure of a community college or similar educational setting
- Understanding of computer-supported integrated database management and data analysis
- Effective supervisory principles and practices

Skill in and Ability to:
- Effectively apply the principles, methods and techniques of personnel and human resources management, including the interpretation and application of labor and legal provisions and requirements related to employment and staff diversity
- Possess well-developed management, supervision, organizational and facilitation abilities
- Direct and/or perform difficult and responsible technical work and objective data analysis; compile and prepare reports
- Utilize effective conflict resolution skills in a diverse and dynamic employment setting
- Effective verbal and written communication skills
- Effectively conduct various interviews and investigations
- Ability to demonstrate discretion, diplomacy and confidentiality at all times
- Effectively gather, prepare and analyze statistical data
- Effectively train, supervise and evaluate staff
- Utilize various computer software (e.g. word processing, spreadsheets, and database programs)
- Perform consistently under the pressure of deadlines and other administrative demands
- Establish and maintain cooperative working relationships with those contacted in the course of work

Other requirements:
- Work evenings and weekends as necessary
- Travel to off-site locations for meetings as required

Desirable:
- Master’s degree in Business, Human Resources, Public Administration, Industrial Relations or a closely related field
- Successful management level experience working in a public education setting
- Experience with Colleague database software or other similar integrated software systems
- Experience implementing human resource related software systems such as online recruitment programs

Salary:
Current eight-step salary schedule ranges from $69,828 to $98,255 per year. Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Classified administrators are required to join the Public Employees’ Retirement System (PERS) and as such must contribute 7% of their monthly salary to PERS on a pre-tax basis. Position scheduled to begin July 1, 2013, pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply:
Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:
- a) Completed and signed Cabrillo College administrative personnel employment application
- b) Resume – job related
- c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
- d) Criminal History Inquiry Supplemental to Application
e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)
  - Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested.

f) A brief (not to exceed two pages) clearly identified and separately attached statement, describing your training and experience in the following areas:
  - Employment and Labor Relations (including performance evaluation techniques and disciplinary procedures)
  - Recruitment
  - Equal Employment Opportunity (including current legislation and regulations)
  - Investigations and Complaint Resolution (including unlawful discrimination complaints and grievance processing)
  - Employee training and supervision (including direct supervisory responsibilities you have had)

* If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline:
Initial screening of applications will begin on Thursday, May 30, 2013. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflects the rich diversity and cultural heritage of the college district and its student body.