ASSISTANT DIRECTOR OF HUMAN RESOURCES (OPERATIONS)
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Assistant Director of Human Resources (Operations) assists in the management and supervision of the activities performed by the district personnel 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 data collection, preparation and submission of required federal and state reports relating to employment.

SCOPE

Under general direction from the Director of Personnel and Human Resources, the Assistant Director of Human Resources (Operations) provides administrative oversight and support for centralized employment services and ensures adherence with all regulatory and/or employment-related requirements of the college.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Supervises and assists in the coordination of district employment-related activities to ensure consistent application of practice and to ensure regulatory requirements are met. (E)
2. Interprets/explains and applies legal code provisions, district policy and administrative regulations, collective bargaining provisions and legal regulatory requirements in the course of assignment. (E)
3. 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. (E)
4. Supervises, trains, and evaluates assigned staff in the Human Resources Department. (E)
5. Reviews and processes requests for district records and information, including subpoenas and provides other employment-related information. (E)
6. Conducts research and special studies and projects, and prepares statistical and narrative reports. (E)
7. Participates and assists college officials in resolution of problems, complaints. (E)
8. Participates and assists in the resolution of complaints or grievances and recommends and/or initiates corrective actions appropriate to the assignment. (E)
9. Investigates formal complaints of alleged discrimination, employee complaints or grievances relating to fair employment practices and district policies and procedures; recommends corrective procedures and/or actions to the College Administration. (E)
10. Coordinates the reporting of data to federal, state, local and private agencies requesting or requiring statistical information. (E)
11. Participates in the development and implementation of computer systems appropriate to the assignment. (E)
12. Assists in the management of collective bargaining and other employment-related contracts. (E)
13. Prepares a variety of reports and correspondence appropriate to the assignment. (E)
14. May participate in negotiations and other activities relating to district labor relations' activities.
15. May act on behalf of the Director of Personnel and Human Resources in his/ her absence.
16. May participate in the development and implementation of staff training programs.
17. Serves on and/ or chairs college committees and participates in professional organizations as appropriate to assignment.
18. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
Equivalent to graduation from an accredited four-year college or university with a Bachelor’s degree. Major coursework in human resources, business or public administration, social sciences, industrial relations, or a closely related field. Demonstrated successful experience in human resources management; must possess effective verbal and written communication skills.

Knowledge and Abilities:
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; conflict resolution in an employment setting; basic functions and structure of a community college or similar educational setting; and understanding of computer-supported database management and data analysis; and effective supervisory principles and practices.

Ability to effectively apply the principles, methods and techniques of personnel and human resources management, including the interpretation and application of legal provisions and requirements related to employment and staff diversity; direct and/or perform difficult and responsible technical work and objective data analysis; possess well-developed management, supervision, organizational and facilitation abilities; conflict resolution skills in an employment setting; effectively gather, prepare and analyze statistical data; effectively train, supervise and evaluate staff; 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.

AUTHORITY/RESPONSIBILITY

The Assistant Director of Human Resources (Operations) supervises and evaluates assigned staff.

Adopted: February 1, 1988
Revised: May 3, 1993
Revised: August 5, 1996
Revised: February 5, 2001