DIRECTOR OF PERSONNEL AND HUMAN RESOURCES
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Personnel and Human Resources provides direction for all personnel, human resources and employment functions of the district; participates in collective bargaining activities and contract management; and manages and supervises the activities performed by the district personnel and human resources staff.

SCOPE

Under the general direction of the Vice President/Assistant Superintendent, Business, the Director of Personnel and Human Resources directs the activities of his/her assignment at the district level, providing central personnel and human resource service for all segments of the college.

TYPICAL DUTIES AND ASSIGNMENTS

1. Directs and coordinates the operational activities related to personnel, human resources and employment.
2. Recommends policies and administers procedures pertaining to all facets of human resource development for all classified and academic employees. Maintains district personnel manuals and related policies and procedures publications.
3. Directs, trains and evaluates the performance of all personnel under his/her direction.
4. Directs and coordinates the recruitment and selection processes and activities of the district for both academic and classified staff.
5. Provides support and leadership to the district's equity and diversity programs and works to ensure progress in meeting the district's diversity goals.
6. Serves on the district's negotiating team.
7. Participates in the management of collective bargaining and other employment-related contracts.
8. Directs district's activities related to employee benefits and workers compensation.
9. Meets and consults with employees, and administrative staff regarding employee relations problems, personnel policies and practices, and the administration of the district Personnel and Human Resources program.
10. Directs and participates in a variety of technical personnel related work including classification analysis, salary and wage administration, performance test validation and human resources research.
11. Ensures that assignments and compensation are consistent with law, district policy and with State and Federal Labor Law.
12. Researches legal matters and consults with legal counsel on behalf of the district.
13. Applies legal code provisions, district policy and administrative regulations, collective bargaining provisions and legal regulatory requirements in the course of assignment.
14. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action appropriate to the assignment.
15. Directs reporting activities to state and Federal regulatory agencies; prepares a variety of reports and correspondence appropriate to the assignment.
TYPICAL DUTIES AND RESPONSIBILITIES (Cont’d.)

15. Prepares and manages the district Personnel and Human Resources Department budget.
16. Provides for the maintenance of district personnel files for all college employees.
17. Serves on and/or chairs district/college committees as required or assigned.
18. Participates in professional organizations, as appropriate to the assignment.
19. Performs related duties as required or assigned.

QUALIFICATIONS

Knowledge and Abilities:

Principles and practices of personnel administration; principles and techniques of recruitment and selection of personnel; job analysis methods and techniques; knowledge of techniques used in the development and administration of position classification and compensation plans; and knowledge of benefits administration.

The 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 affirmative action. The ability to direct and/or perform difficult and responsible technical work and objective data analysis; to effectively communicate orally and in writing; to effectively manage a comprehensive human resources program for an educational organization; to effectively supervise professional, technical, and classified staff; to develop and monitor a department budget; to perform consistently under the pressure of deadlines and other administrative demands; and to work cooperatively with others.

AUTHORITY/RESPONSIBILITY

The Director of Personnel and Human Resources provides direct management of the activities of the Personnel and Human Resources department and supervision of the management, confidential and classified staff assigned to the department.

Adopted: June 5, 1989
Revised: August 5, 1996