



## DIRECTOR, HUMAN RESOURCES

**Reports to:** Vice President, Human Resources

**Dept:** Human Resources

**Range:** CM-19

**FLSA:** Exempt

**EEO:** Executive/Administrative/  
Managerial

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

The Director of Human Resources is a strategic and dynamic leadership role responsible for overseeing and supporting the human resources functions. This position reports directly to the Vice President of Human Resources and plays a key role in fostering a positive and inclusive work environment. The director will collaborate with diverse stakeholders to implement HR policies, programs, and initiatives aligned with the college's mission and values.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

#### **Supervisory Responsibilities**

1. Recruits, interviews, recommends hires, and trains staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations and coaching.
4. Track and approve expenditures against the budget.

#### **Duties/Responsibilities**

5. Inclusion, Diversity, Equity & Accessibility:
  - Demonstrate an inclusive approach by recognizing and addressing the diverse backgrounds, identities, and needs of students and employees, fostering an equitable and supportive educational and employment environment.
6. Strategic HR Leadership:
  - Assist in the development and execution of human resources strategies that align with the overall goals and objectives of the community college.
  - Provide guidance to department heads and administrators on HR-related matters, ensuring compliance with college policies and applicable employment laws.
7. Employee/Labor Relations and Engagement:
  - Assist in managing employee relations, including conflict resolution, investigations, and providing guidance on HR policies and procedures.
  - Participate in collective bargaining; assist in maintaining and interpreting contract language and working conditions manuals.
  - Promote a positive and inclusive workplace culture by implementing initiatives that enhance employee engagement, inclusion, diversity, equity, and accessibility.

8. Recruitment and Talent Management:
  - Oversee the college's recruitment and selection processes, ensuring a diverse and qualified candidate pool.
  - Collaborate with hiring managers to identify staffing needs and participate in the interview and selection process.
9. Benefits Administration:
  - Administer employee benefits programs, providing information, guidance, and access to employees on health, retirement, and other benefit options.
  - Collaborate with benefits providers to ensure cost-effective and competitive benefit offerings.
10. HR Policy Development and Compliance:
  - Develop, update, and communicate HR policies and procedures to ensure compliance with local, state, and federal regulations.
  - Consult with legal and stay informed about changes in employment laws and regulations, recommending updates to policies, as necessary.
11. Training and Development:
  - Design and implement professional development and training programs for staff and supervisors, focusing on leadership development and compliance training.
12. HRIS Data Management and Reporting:
  - Plan, lead, and oversee the implementation and maintenance of HRIS solutions.
  - Maintain accurate and confidential employee records, ensuring compliance with data protection regulations.
  - Generate and analyze HR metrics to provide insights into workforce trends and inform decision-making.
13. Other Duties:
  - Perform related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

1. Strong knowledge of employment laws, regulations, and HR best practices.
2. Excellent interpersonal and conflict resolution skills.
3. Demonstrated ability to lead and collaborate with a diverse team.
4. Excellent analytical and problem-solving skills.
5. Excellent verbal and written communication skills.
6. Proficient in HRIS and standard business software.
7. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor's degree in human resources, business or public administration or a related field, and five years of progressively responsible supervisory and administrative experience in human resources; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

To assigned staff.

**CONTACTS:**

District administrators, faculty, staff, students, applicants, contractors and service providers, regulatory and governmental agencies, business and community organizations, and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.