VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor, Human Resources, and the Personnel Commission, direct a variety of human resources functions including employment, recruitment, job classification/compensation for academic and classified positions, plan and direct the human resources management program in conformance with Merit System law and the rules, regulations, and standards of the Personnel Commission; serve as secretary to the Personnel Commission; serve as district Equal Employment Opportunity (EEO) officer.

REPRESENTATIVE DUTIES:

Direct the activities and operations associated with the all managerial, faculty, and classified recruitment, testing, selection, and retention of employees, ensuring compliance with district policies and procedures, rules, and state and federal regulations. 

Develop and administer a recruitment plan for all positions within the college system; plan and coordinate recruitment activities including creating and scheduling ads in a variety of locations, determining sources of applicants, attending and developing job fairs and applicant assistance programs.

Provide technical expertise and propose to the Personnel Commission procedures required for administration of the classified human resources/personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws and regulations.

Administer Merit System procedures in relation to applications, examinations, promotions, resignations, discipline, layoff, transfer, and a variety of other matters necessary to assure compliance with Merit System provisions and commission rules and regulations; conduct investigations of Merit System operations as necessary.

Serve as secretary to the Personnel Commission; prepare agendas, attend commission meetings, present staff reports and recommendations and direct the preparation and maintenance of official records and minutes; prepare, recommend and administer the annual budget for commission approval.

Assist the Personnel Commission in prescribing and amending rules; recommend rule changes to the Personnel Commission as necessary to assure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness; notice classified exclusive representative of proposed changes or additions in Personnel Commission rules and respond to the concerns and/or demands to bargain the impacts thereof.

Develop and supervise the maintenance of on-line/paper applicant records and files and related computerized databases and spreadsheets; track and prepare related reports as necessary.
Direct the maintenance of the on-line requisition and applicant processing system; ensure accessibility and accuracy of postings, approve and deactivate users accounts as necessary, review and approve position requisitions for postings internally and on the web, serve as liaison with provider to ensure accuracy and currency of forms, links etc. E

Oversee and coordinate classification and compensation function; administer classification and organization studies for new and existing positions of all levels within the classified and academic systems; ensure accurate and current classification specifications; recommend changes to classification plan and to the allocation of positions; direct the development and maintenance of classification specifications; recommend new classes and the reclassification of existing classes; present recommendations to the Personnel Commission and/or governing board; chair related committees; make recommendations accordingly. E

Oversee and coordinate the development of appropriate and valid examinations and screening processes for employment including screening criteria, written and oral questions, and performance and skills testing. E

Approve screening panel members and criteria regarding examination/screening/interview procedures and rating criteria; review examination/interview results; counsel applicants regarding results; analyze and respond to examination/interview appeals. E

Recommend whether the Personnel Commission or a hearing officer should conduct hearing; make necessary arrangements, to include subpoena of witnesses and production of records. E

Develop, administer and monitor the district’s Equal Employment Opportunity Plan (EEO); train staff to ensure compliance with such; serve as the district’s EEO officer. E

Attend meetings of the Board of Trustees and committees as the official representative of the Personnel Commission. E

Coordinate and compile a variety of reports required for state and local use; conduct and respond to salary surveys and requests for information. E

Meet and consult with employees, supervisors, administrators, and outside agencies regarding related human resources policies, procedures, laws, codes, rules, regulations and the administration of related classified and academic human resources programs. E

Prepare formal notices/agendas for employee and human resources transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, board and Personnel Commission agenda items, handbooks and other materials. E

Develop and maintain Personnel Commission annual report, brochures, flyers, Internet web pages, and other related public information programs. E

Provide information to supervisors, managers and employees regarding union agreements, Personnel Commission rules, policies and procedures; administer contracts as assigned. E

Assure that employment function complies with EEO guidelines, ADA, Education Code, district policy, and staff diversity programs; review personnel practices to eliminate artificial barriers to employment and continuously improve operations and service. E
OVERSEE the selection, training, supervision and motivation of assigned Human Resources staff members to ensure proficient performance and a productive environment; conduct performance evaluations. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, techniques, laws and trends of public human resources administration, including employment, recruitment, qualification determination and examination, selection, classification and compensation
Applicable provisions of the Education and Labor Codes governing human resources practices in California community colleges
Civil Service or Merit Systems as applied to personnel administration in an educational institution
District organization, operations, policies and objectives
Principles and practices of administration, supervision and training
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal relations skills using tact, patience and courtesy
Interviewing principles and techniques
Computer software, such as Access, Excel, and Word
Methods, practices, terminology, procedures and equipment used in human resources Administration
Equal employment opportunity guidelines, laws and regulations
Principles and methods for conducting analysis of procedures and improving operational services

ABILITY TO:

Plan, organize, and direct the classified personnel program in conformance with the Merit System Article of the Education Code
Read, interpret, apply and explain applicable rules, laws, and procedures
Work confidentially with discretion
Analyze situations accurately and adopt an effective course of action
Compose correspondence and written materials
Work independently with little direction
Plan and organize work
Meet schedules and timelines
Train, supervise and evaluate personnel
Develop and maintain effective working relationships with all levels of district administrators, employees, and representatives of public agencies and private organizations
Provide assistance to supervisors and administrators concerning human resources programs, functions, policies and procedures
Gather, evaluate and summarize data; prepare and present effective written and oral reports
Prepare and maintain records and reports for academic and classified employees
Assure compliance with district, county, state and federal regulations and guidelines concerning human resources administration
Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files
Investigate complaints and make appropriate recommendations
DIRECTOR OF EMPLOYMENT/PERSONNEL COMMISSION (continued)

Learn, interpret, apply and explain rules, regulations, policies and procedures

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor’s Degree in public administration, business administration, human resources administration, psychology, industrial relations, or a closely related field, and four years of professional-level experience in the area of human resources operations in the public sector including recruitment, selection, and job classification/compensation. Two years experience leading/supervising a human resources function in the public sector. Human resources experience functioning under the principle of civil service system or Merit System is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations