CLASSIFICATION TITLE: DIRECTOR OF HUMAN RESOURCES OPERATIONS

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor, Human Resources, direct and coordinate a variety of human resources functions for academic and classified employees; plan and direct the Human Resources record storage and retrieval system; oversee, supervise, and monitor the district’s risk management/workers’ compensation programs; administer discrimination avoidance programs; ensure compliance with district, county, state and federal regulations and guidelines concerning human resources administration.

REPRESENTATIVE DUTIES:

Direct the activities associated with manual and automated human resources record-keeping; administer the maintenance of all district personnel files; plan, design, implement, and continuously assess the personnel record management, storage, and retrieval system. E

Administer discrimination/sexual harassment avoidance programs and issues to ensure compliance with federal and state laws and district policies, rules, and regulations; investigate and respond to complaints of discrimination and/or harassment; respond to State Chancellor’s Office and governmental agencies on same. E

Provide assistance to managers on a variety of human resources related issues such as evaluation, discipline, and professional growth; review, update and conduct training and employee orientation programs, as necessary. E

Monitor and review assessment and evaluation procedures for all employee groups; ensure evaluations are timely and in compliance with collective bargaining agreements, policies and related rules; assist supervisors and manager with employee development plans. E

Develop and maintain Human Resources Department reports, brochures, flyers, Internet web pages, and other related public information programs. E

Direct a variety of functions related to the administration and processing of district academic and classified employees; interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees and public. E

Coordinate and compile a variety of reports required for state and local use. E

Plan, coordinate, and direct the activities of the district’s health and welfare programs, risk management program including workers’ compensation, unemployment compensation, injury and illness prevention, blood borne pathogens, and other similar plans; coordinate with carriers, review and recommend policy changes, negotiate rates, and other related operations. E

Oversee the processing of workers’ compensation claims settlement/litigation for pending claims and make related recommendations. E
DIRECTOR OF HUMAN RESOURCES OPERATIONS (continued)

Develop, administer and conduct exit interview procedures; ensure retrieval of district property, removal of computer systems access, etc; prepare turnover reports, evaluate and make appropriate recommendations related to same. E

Oversee the selection, training, supervision and motivation of assigned staff members to ensure proficient performance and a productive environment; conduct performance evaluations. E

Evaluate and monitor office work and paper flow; recommend or make adjustments to procedures and methods to increase staff efficiency and effectiveness. E

Direct the preparation of formal notices for employees regarding human resources/personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, board items, handbooks and other materials; prepare and submit board agenda items. E

Represent the Associate Vice Chancellor at workshops and meetings as assigned. E

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in human resources administration
Applicable sections of State Education Code, and other applicable laws
State and federal laws, codes and regulations concerning human resources/personnel administration
Investigative techniques and report writing
Sound personnel management and supervision practices
Interpersonal skills using tact, patience and courtesy
District organization, operations, policies and objectives
Modern office practices, procedures and equipment
Computer software, such as Access, Excel, and Word
Integrated human resources database record-keeping systems
Equal employment opportunity guidelines, laws and regulations
Principles and methods for conducting analysis of procedures and improving operational services
Laws pertaining to work-related injury/illness

ABILITY TO:

Plan, organize, and supervise the work of others
Interpret and apply applicable rules, laws, and procedures to human resources operations
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
Learn, interpret, apply and explain rules, regulations, policies and procedures
DIRECTOR OF HUMAN RESOURCES OPERATIONS (continued)

Train and evaluate the performance of assigned personnel
Train others in specialized personnel practices and procedures
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
Analyze situations accurately and adopt an effective course of action
Compose correspondence and written materials
Plan and organize work
Meet schedules and timelines
Work independently with little direction

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 professional-level experience in human resources operations in the public sector including investigation of discrimination/harassment complaints, records management, and human resources administration. Two years experience leading/supervising a functional area of a human resources department.

WORKING CONDITIONS:

ENVIRONMENT:

Human Resources office environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate and provide information to others