Director of Employment Services/Personnel Commission

Resumes will be accepted from April 13 – May 8, 2020. The recruitment dates may be extended if needed.

**Salary Range:** $112,583 - $150,870

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### What are we looking for in the Director of Employment Services?

A Human Resources professional with a proven track record of excellence who is ready to lead the VCCCD Human Resources Department by directing a variety of human resources functions, including recruitment, employment, and job classification and compensation for both academic and classified positions.

For additional job information see the full [Class Description](https://www.vcccd.edu/departments/human-resources/benefits/ascc-benefits).

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### What experience and expertise will be key to success?

- Applying merit principles, practices, laws and trends in public HR administration.
- Skill, courtesy, savvy, and tact in communicating with stakeholders at every level.
- Experience managing people and performance in an HR setting.
- Skill in effectively managing online systems, platforms and programs to optimize HR functions.

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### What minimum education & background is required?

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. **AND** two years experience leading/supervising a human resources function in the public sector. **OR** Master’s Degree in public administration, business administration, human resources administration, psychology, industrial relations, or a closely related field, **AND** three years of professional-level experience in the area of human resources operations in the public sector including recruitment, selection, and job classification/compensation **AND** two years experience leading/supervising a human resources function in the public sector.

*HR experience within a civil service or Merit System is preferred.*

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VCCCD offers generous benefits including: medical, vision, and dental options, and CalPERS for retirement. Enjoy 13 paid holidays & 2 “floating” holidays per year; vacation accrual at 13.33 hours per month & 3 additional days between Christmas & New Year’s; as well as 12 days of sick leave.

For more information visit: [https://www.vcccd.edu/departments/human-resources/benefits/ascc-benefits](https://www.vcccd.edu/departments/human-resources/benefits/ascc-benefits)

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
Selection Process:

The examination process will include an Evaluation of Training and Experience (T&E) of all applicants who meet the minimum entrance requirement. The highest rated applicants from the T&E will be invited to the final phase of the selection process, which will consist of a technical and/or management interview. Candidates who are successful in the examination process will be placed on a ranked eligibility list. The Personnel Commission and the District may make a job offer to candidates who place in the top three ranks of the eligibility list.

Application Process:

If your career experience, education, and talents align with this outstanding opportunity, you are encouraged to submit your resume along with supplemental information as noted below. Please carefully read the information below to ensure that the materials you submit include all essential information. Remember that only candidates with the strongest job-related background and experience will be invited to participate in the final phase of the process.

As you complete your resume, please make sure you address the following:

- Dates of employment and who you were employed by which clearly shows that you meet the experience requirements for this position.
- Information that clearly shows that you meet the educational requirement for this position.
- Additional information which demonstrates your ability and readiness to direct a Merit System operation at the highest level.

Evaluation of minimum qualifications will be based solely on the information provided in your application materials. Therefore, please make sure you include ALL employment you wish to be considered. All information provided will be subject to verification.

Special Note: You must click on this link SUPPLEMENTAL QUESTIONNAIRE which will take you to the questionnaire. Complete and submit the questionnaire (this is not a fillable form, so please submit your responses in an attached document) along with your resume. Resumes which are submitted without the questionnaire will not be considered. Please submit as PDF files.

This recruitment and selection process will be conducted by outside consultants, so please do not contact the VCCCD employment office with your inquiries; instead direct your inquiries and email your resume/supplemental information to both ronace2477@sbcglobal.net & stacyinsimii@gmail.com.

About VCCCD

MISSION STATEMENT Ventura County Community College District provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (VCCCD) is a public community college district serving residents throughout Ventura County. VCCCD’s three colleges — Moorpark College, Oxnard College, and Ventura College — offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. In spring 2017, VCCCD served 30,876 students.

THE DISTRICT ADMINISTRATIVE CENTER, centrally located in Camarillo, oversees administrative functions and provides leadership and services to the three colleges in support of VCCCD’s mission. The Administrative Center is located at 761 East Daily Drive, Suite 200, Camarillo, CA 93010.

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