

College of the Redwoods

Position Description

Position: Director and Chief Human Resources Officer	Position Number:
Department/Site: Human Resources	FLSA: Exempt
Evaluated by: President	Salary Grade: 134

Summary

Plans, directs, integrates, and coordinates the operation of the Human Resources and Payroll division to enhance the utilization, stability, and morale of the work force College-wide. Directs and promotes overall efficiency and effectiveness of human resources programs such as recruitment and selection, employee relations, job classification and compensation, benefits, payroll, equal access and diversity, HRIS, and professional development.

Distinguishing Career Features

The Director and Chief Human Resources Officer is guided by broad executive and managerial goals, integrating closely related activities that comprise a human resources division providing centralized services to the College offices and all sites. The Director requires the ability to accomplish broadly defined business objectives that require working with management and staff at all levels, and resolution of highly technical problems that consider trade-offs, risks, and the status of others. The Director also services as the compliance officer for the District, assuring equity and access to higher education, facilities, extracurricular activities, and social opportunity.

Essential Duties and Responsibilities

- Plans, organizes, directs, coordinates, and evaluates the human resources operations and services offered to and supporting the College's management philosophies. Establishes goals and standards, manages, and appraises performance of human resources and payroll staff.
- Serves as a participating negotiator and contract administrator with its collective bargaining units. Ensures a productive employee/employer relations strategy based on collaborative bargaining and problem resolution.
- Participates in the research and development of collective bargaining strategies. Analyzes applicability of contractual language and provisions. Proposes, revises, and updates contracts, including interpretations and side letters of agreement.
- Interprets the provisions of negotiated labor contracts and the intent of contractual language. Provides direction to management and staff on contractual matters such as grievances, disciplinary and other adverse actions, and performance appraisals.
- Enhances the College's organizational effectiveness by designing, implementing, and facilitating collaborative processes with organizational units, administrators, and staff. Consults with staff at all levels on identifying training, team building, decision-making, and problem solving needs and designs best practice interventions.
- Plans, develops, and directs the College's performance management systems and

processes. Ensures that management and staff are trained in carrying out and reviewing work outcomes.

- Manages the College's programs for job classification and compensation. Facilitates and implements the College's philosophies on pay equity, competitiveness, and job classification for executives, managers, staff, and faculty.
- Plans, develops, directs, and monitors human resources services and systems for proactive recruitment and selection, diversity and equal employment opportunity, employee benefits, policies and procedures, and employee information systems.
- Participates in directing programs for engaging and developing new faculty and staff to the College's standards. Plans and implements programs for recognizing and developing high potential staff members.
- Services as the College's Compliance Officer and monitors compliance with EEOC, ADA, Title IX, and other applicable employment laws. Directs and participates in development of personnel policies and regulations.
- Enforces fair and legally compliant employment practices by developing, overseeing, and conducting investigations, mediating disputes and grievances and otherwise responding to complaints and issues around the standards of personal conduct.
- Serves on executive committees and meetings, participating in strategic planning, program reviews, and administrative projects.
- Directs and initiates Board of Trustee meeting agenda items on a variety of human resources and labor relations action items.
- Participates in the development and maintenance of budgets for all human resources functions.
- Maintains up-to-date knowledge and skills related to emerging trends and best human resources practices, legislation, and the College's philosophies on leading with its people.
- Performs other related duties as assigned to support the objectives of the position.

Qualifications

▪ Knowledge and Skills

Requires advanced professional knowledge and specialization in the theories, principles, practices, and techniques of labor relations, human resources management, organization and employee development, succession planning, recruitment and selection, salary administration, benefits, civil rights and equal employment opportunity, and team building. Requires in-depth knowledge of education codes and public employment laws. Requires well-developed knowledge of the principles and practices of modern supervision, including participative decision-making. Requires a working knowledge of human resources information systems (HRIS). Requires well-developed language skills to prepare complex reports, business plans, and persuasive correspondence and technical materials. Requires sufficient math skill to prepare budgets for all human resources functions and to analyze statistical, economic, and numerical information. Requires advanced human relations skill sufficient to conduct complex labor negotiations, deliver

education to small groups, influence the behavior (motivate) of groups and individuals, and display unique sensitivity to a diverse population of current and prospective employees. Requires special skills in facilitating problem-solving and grievance procedures, and conducting internal investigations.

▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to guide and inspire others toward goal achievement. Requires the ability to organize, plan, develop, and write new programs, develop new concepts, analyze supporting data and prepare clear and concise reports. Requires the ability to develop and maintain a productive employer/employee relations program. Requires the ability to communicate professionally both orally and in writing, and make presentations to the Board and outside agencies, organizations, and entities. Requires the ability to conduct training and facilitate group processes. Requires the ability to develop, monitor, and maximize use of financial resources. Requires the ability to inspire and promote awareness of socioeconomic and cultural diversity. Requires the ability to counsel staff, direct and facilitate development of personal and team perspectives, develop and deliver training programs. Requires the ability to direct and conduct investigations. Requires the ability to be fair minded, work cooperatively and productively with others, and contribute to a positive organizational climate.

▪ **Physical Abilities**

The position requires sufficient visual acuity to recognize printed materials. Requires auditory ability to speak and hear in large and small group settings and carry on in-person and phone conversations. Requires hand-eye-arm coordination to retrieve work materials and use a personal computer keyboard. Requires sufficient ambulatory ability to move to various work locations. Requires the ability to attend meetings at multiple locations and at off-hours.

▪ **Education and Experience**

The position requires a Master's Degree from an accredited institution and 8 years of progressive management experience in human resources and labor relations, with two years in a College administration environment being preferred.

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.