

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED** CLASS TITLE: **DIRECTOR – HUMAN RESOURCES**

SALARY TABLE: **30** SALARY RANGE: **158**

BASIC FUNCTION:

Under the direction of the Vice President-Human Resources & Legal Affairs, plan, organize, control and direct classified human resources operations and activities including labor relations, employee benefits, recruitment, classification and compensation functions; coordinate and direct staff, programs, record-keeping, communications and information to meet the classified personnel needs of the College and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct classified human resources operations and activities including labor relations, employee benefits, recruitment, classification and compensation functions; assure personnel activities comply with established personnel standards, policies and procedures.

Coordinate and direct staff, programs, record-keeping, communications and information to meet the classified personnel needs and assure smooth and efficient activities; assure proper and timely resolution of a variety of personnel issues and conflicts with discretion and confidentiality.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Provide consultation to administrators, staff, the public and others concerning classified human resources operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide technical information concerning labor relations, recruitment, evaluations, benefits, contracts and personnel guidelines, laws, regulations and policies.

Confer and collaborate with employees, supervisors, administrators, employee groups and others in meeting needs and resolving grievances, appeals and other employee relations issues and problems; direct the preparation, processing and distribution of departmental forms and correspondence.

Plan, organize and direct the recruitment, interviewing, selection and placement of personnel; prepare announcements for job openings; place advertisements in various media including newspapers and the internet; coordinate the processing and orientation of new employees.

Research, interpret, analyze and provide technical assistance to other concerning the Ed code, employee group agreements and related laws; participate in the development and implementation of classified human resources programs, services, policies and procedures.

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Direct and participate in the screening of employee applications to assure candidates meet minimum qualifications; oversee and participate in the conducting of interviews to determine eligibility of candidates; direct and participate in the analysis and accepting or rejecting of job applicants.

Coordinate employee benefits programs and activities to assure eligible employees receive appropriate insurance, leave and other related compensation; confer with staff and insurance providers to align benefits with employee needs and resolve discrepancies as needed.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to employees, benefits, recruitment, compensations, job openings and assigned activities.

Provide technical information and assistance in matters related to collective bargaining as directed; assure classified personnel functions comply with collective bargaining agreements.

Plan, organize and conduct classification, reclassification, salary and other personnel studies as requested; compile and analyze related information and statistical data; prepare and revise job descriptions, and provide salary recommendations as necessary.

Monitor and evaluate personnel activities for financial effectiveness and operational efficiency; participate in the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of human resources activities.

Participate in the development of the annual preliminary Human Resources budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Vice President-Human Resource regarding personnel activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and participate in the development and maintenance of the human resources database including automated employee records and files.

Attend and conduct various meetings as assigned; prepare and distribute agenda items as directed; attend and participate in various committees.

Serve as the Vice President-Human Resources in the absence of the administrator as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of classified human resources operations and activities including labor relations, employee benefits, recruitment, classification and compensation functions. Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified employees.

Common occupations and their requirements.

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts, employee benefit packages and salary schedules.

California Ed code and Title V requirements relating to personnel activities.

Policies and objectives of assigned programs and activities.

College organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct classified human resources operations and activities including labor relations, employee benefits, recruitment, classification and compensation functions.

Coordinate and direct staff, programs, record-keeping, communications and information to meet the classified personnel needs of the College and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Provide consultation to administrators, staff, the public and others concerning classified human resources operations, standards, requirements, practices and procedures.

Plan, organize and conduct classification, reclassification, salary and other personnel studies.

Direct and participate in the recruitment, interviewing, selection and placement of personnel.

Assure proper and timely resolution of personnel issues and conflicts with discretion and confidentiality.

Provide technical information and assistance in matters related to collective bargaining.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and five years increasingly responsible human resources experience including work with labor relations, recruitment, classification and compensation functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.