

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: VICE PRESIDENT- HUMAN RESOURCES**

**SALARY TABLE: 30**

**SALARY RANGE: 170**

### **BASIC FUNCTION:**

Under the direction of the President, plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for all personnel; coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for all personnel; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies.

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

Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, benefits, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies.

Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified

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and certificated personnel; monitor recruitment and direct hiring activities to assure compliance with diversity and fairness standards and requirements; coordinate and conduct orientations for administrators; direct and participate in the interviewing, analysis and accepting or rejecting of job applicants.

Serve as a member of District labor negotiation teams and provide technical direction and assistance in collective bargaining activities for all bargaining units; maintain confidentiality of sensitive and privileged information; develop, maintain and update related contracts and collective bargaining agreements; maintain contact with employee unions.

Investigate, resolve and provide technical recommendations concerning employee disciplinary matters, misconduct, complaints, due process, grievances and other staff relations issues and conflicts; review, analyze and coordinate response to unfair labor practice and regulatory agency complaints; research, compile and assemble related technical information.

Provide technical information and assistance to the President regarding Human Resources activities, needs and issues; collaborate with the President and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the College District; assist in the formulation and development of College policies, procedures and programs.

Monitor and analyze Human Resources operations and activities for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Human Resources operations and activities.

Direct and participate in the preparation and maintenance of a variety of manual and automated records, reports and files related to employees, benefits, applicants, collective bargaining, policies, plans, diversity, evaluations, classifications, seniority, contracts and assigned activities; develop and maintain employee handbooks, brochures and personnel policies, rules and regulations.

Plan, organize, control and direct employee benefits programs and activities to assure eligible employees receive appropriate insurance, leave and other related compensation; assure benefits are aligned with employee needs and resolve discrepancies as needed.

Develop and prepare the annual preliminary budget for Human Resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain current knowledge of laws, codes, regulations and pending legislation related to Human Resources activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Direct and participate in classification and salary studies; compile and analyze related information and statistical data; prepare classification specifications and allocation standards; assure proper salary placement of College employees.

Communicate with administrators, personnel, outside organization and the public 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.

Attend and conduct a variety of meetings as assigned; serve on various boards, committees and councils as directed; prepare and deliver oral presentations concerning Human Resources operations, activities, needs and issues; develop, implement and conduct in-services and retreats.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions.

Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified, certificated and short-term employees.

State and federal standards and requirements concerning personnel administration including equal employment opportunity, affirmative action, Title V and the Education Code.

Principles of law applicable to a community college district.

Practices, procedures and policies involved in the investigation of employee disciplinary matters, misconduct, complaints, due process, grievances, unfair labor practice complaints and other staff relations issues and conflicts.

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts, contract negotiation, employee benefit packages and salary schedules.

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 College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for classified, certificated, and short-term employees.

Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives.

Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations, standards, requirements, practices and procedures.

Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified

and certificated personnel, and assure compliance with diversity and fairness requirements.  
Provide technical direction and assistance in collective bargaining activities.  
Investigate, resolve and provide recommendations concerning staff relations issues and conflicts.  
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 and eight years increasingly responsible human resources experience including work with labor relations, recruitment, classification and compensation functions and three years in an administrative capacity.

**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.