
Position:	Chief Human Resources Officer	FLSA:	Exempt
Department/Site:	Human Resources	Salary Grade:	131
Reports to/Evaluated by:	Associate Superintendent, Human Resources	Salary Schedule:	Classified Mgmt

SUMMARY

The purpose of this position is to plan, organize, and implement all Human Resource functions for classified and certificated employees of the District. Incumbent performs highly complex, administrative and strategic work with responsibility for areas including, but not necessarily limited to, recruitment, training and assessment, employee discipline, classification and compensation, employee and labor relations, and organizational development. Employees in this classification administer functions in compliance with board policy guidelines, regulations and collective bargaining agreements. Incumbent exercises critical judgment and considerable initiative in administering the direction of Human Resource functions.

DISTINGUISHING CAREER FEATURES

This is an administrative level position that reports to the Associate Superintendent, Human Resources. The position performs work which is highly complex in nature and is required to solve broadly defined problems of a technical nature. The position requires the incumbent to deal frequently with other departments; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Associate Superintendent for Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and manages all Human Resources functions to ensure the accomplishment of departmental schedules, goals and objectives; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures. Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
- Participates in the development, evaluation and implementation of Human Resources policies and procedures to promote maximum efficiency and effective equal employment opportunity. Assists with labor relations and negotiations of collective bargaining agreements in accordance with all rules and regulatory requirements.
- Provides information and directs the interpretation and application of established personnel policies and procedures through for the District; represents the District at unemployment insurance hearings as directed; answers inquiries regarding openings and hiring procedures.
- Coordinates personnel services with those of other divisions and outside agencies and organizations. Coordinates with the Payroll, Benefits, and Budget and Finance Departments on matters affecting pay or benefits; answers inquiries from colleges and other organizations; provides staff assistance to the Associate Superintendent for Human Resources.

- Directs, collaborates and participates in the planning, scheduling and coordination of programs under charge, e.g., customer services activities, recruitment, labor relations, classification and compensation, CUBS Senate, professional growth, collective bargaining, reasonable assurance, layoff, and reduction processes for certificated and classified employees.
- Collaborates with the Associate Superintendent, Human Resources and Director, Human Resources on routine and advanced personnel matters and on resolving legal and confidential personnel issues.
- Counsels with administrators and employees to resolve complaints, difficulties and matters related to Human Resources, and works with supervisors on difficult or sensitive personnel matters.
- Assists with processing recommendations for termination of employment, assembling substantiating information for dismissal of employees, and attends conferences and hearings as needed.
- Prepares reports relative to policy development and implementation, recommending solutions or courses of action regarding Human Resources management functions; prepares and presents staff reports and other necessary correspondence.
- Coordinates certificated and classified personnel recommendation reports for the Governing Board and initiates follow-up work after Board action.
- Serve as a member of the Superintendent's Cabinet to ensure all District actions align with objective and goals.
- Maintains statistical files and charts on salaries and other information for use in preparation of federal and state reports.
- Assists in the development, implementation and control of departmental budget; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Oversees the technology, human resources information systems, and related data entry processes utilized within the Human Resources Department.
- Assists the Associate Superintendent for Human Resources and with routine and advanced personnel matters, legal and confidential personnel issues.
- Represents the agency at various conferences, seminars and public professional meetings for the dissemination of information and continuing education programs.
- Maintains open and effective communication with all levels of employment, management and executive personnel for the dissemination of information and effective departmental operations.
- Performs related duties and responsibilities as required and assigned.

QUALIFICATIONS

Knowledge and Skills: Requires advanced professional knowledge of the principles, practices, and of leadership, group process, and organization development. Requires professional specialization in these human resources management areas: succession planning, area customer services, employee discipline, classification, salary administration and labor relations. Requires a basic understanding of human resources information systems (HRIS). Requires advanced human relation skills to establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups, and the general public. Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and regulations.

Abilities: Ability to exercise sound judgment and discretion in decision making throughout all phases of responsibilities. Ability to effectively lead, plan, direct and supervise a staff comprised of professional and management staff engaged in carrying out departmental functions. Establish cooperative working relationships with staff. Ability to establish and maintain a professional effective working relationship with departmental personnel, all levels of employees, District administrators, other government agencies and the general public. Interpret and apply pertinent laws, regulations and policies. Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise and firmness. Analyze situations accurately and adopt an effective course of action. Establish and maintain accurate records.

Physical Abilities: Ability to speak in a clear and convincing manner; ability to hear others; sufficient visual acuity to notice non-verbal actions and read words and letters.

Education and Experience: Bachelor's degree in human resource administration, psychology, public administration or a closely related field; supplemented by five (5) to seven (7) years progressively responsible experience in human resources work, to include two (2) to three (3) years experience in a supervisory/management capacity. Additional experience may substitute for some education.

Licenses and Certificates: California Administrative Services Credential