

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Vice Chancellor, Human Resources	Range:	Executive Officer Salary Schedule
Date Revised:	August 13, 2013	Date Approved:	

**PRIMARY PURPOSE**

Under the direction of the Chancellor, this position is responsible for providing overall leadership, program development and administration of District personnel operations, including equal opportunity employment, staff diversity, employer-employee relations, employee benefits, health and welfare programs and other human resources functions. The Vice Chancellor, Human Resources serves as the Chief Human Resources Officer for the District.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides overall leadership and coordination of District human resources operations, including recruitment, selection procedures, employment, classification, salary administration, evaluation and disciplinary actions.
2.	Oversees the development and administration of the District's employee health and welfare and benefits programs.
3.	Provides overall leadership for the organization, administration, and effective operation of the District Office of Human Resources; oversees the development and implementation of District human resources policies and procedures; ensures consistent application of objectives, policies and procedures; ensures compliance with federal and state laws and regulations relating to human resources; provides training and direction to managers in interpreting and applying personnel policies, procedures, laws, regulations and collective bargaining agreement provisions.
4.	Provides overall leadership and direction for collective bargaining negotiations with labor organizations; develops collective bargaining proposals and strategies; administers collective bargaining agreements; processes and resolves grievances; represents the District in hearings; serves as liaison for the District with labor organizations.
6.	Oversees the District's Equal Opportunity Employment Plan and equal opportunity employment policies and procedures. Actively supports and assists in the development and management of faculty and staff diversity employment programs.
7.	Serves as the District's responsible officer for the receipt of unlawful discrimination and other employment-related complaints; oversees and directs the investigation of complaints; advises the Chancellor in personnel matters involving litigation.
8.	Maintains current knowledge of pertinent legislation, rules, regulations and court decisions relating to faculty, staff, and personnel operations.
9.	Develops and prepares the annual preliminary budget for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

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10.	Maintains communication with District and college personnel and various agencies to exchange information, resolve conflicts and issues and coordinate human resources operations; ensures accurate and timely responses by the Office of Human Resources to the colleges and personnel; assures accurate and timely completion and submission of reports.
11.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committee and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.
15.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Vice Chancellor of Human Resources maintains frequent contact with college and District administrators, faculty and staff, various agencies governing personnel and employment issues and the District's legal counsel.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution in human resources management, public administration, business administration, organizational management or a related field.

Five years of increasingly responsible and varied experience in human resources, preferably in a postsecondary educational environment.

Administrative experience in a key position with decision-making responsibility, preferably in a postsecondary educational environment.

Demonstrated experience with labor relations, collective bargaining and contract administration.

**Desirable Qualifications**

Demonstrated understanding of and commitment to the mission of the California Community colleges.

Demonstrated ability to work collegially in a participatory governance environment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of human resources functions and operations, including applicable federal and state laws and regulations  
Knowledge of labor relations, collective bargaining and contract administration  
Knowledge of District organization, operations, policies and objectives  
Knowledge of California education code and requirements, including Title 5, relating to community college personnel administration  
Knowledge of research project policies, procedures and practices, including data collection and analysis  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures  
Knowledge of budget preparation and maintenance  
Knowledge of current human resources enterprise systems  
Knowledge of appropriate software and databases  
Ability to organize and effectively manage human resources in a complex multi-campus operation  
Ability to interpret, apply and explain laws, regulations, policies and procedures  
Ability to assess, analyze, implement and evaluate research project activities  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to conduct effective labor negotiations and administer collective bargaining agreements  
Ability to conduct effective investigations  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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