

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

Job Title:	Associate Vice Chancellor, Human Resources	Range: 37 (CL)	Management Schedule
Date Revised:		Date Approved:	February 25, 2020
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO ONE-YEAR PROBATIONARY PERIOD</b>			

**PRIMARY PURPOSE**

Reporting to the Vice Chancellor of Human Resources, this position is responsible for the planning, administration, and advisement of district-wide human resources management functions, such as: strategic planning, policy and procedure development, classification/compensation, employee health and wellness, leaves coordination, accommodations, employee and labor relations, accreditation, and legal compliance. In addition, this position will serve as the Chief Negotiator in collective bargaining and labor relations matters, as assigned, and the Chief Human Resources Officer in the absence of the Vice Chancellor, Human Resources.

**ESSENTIAL FUNCTIONS**

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

1.	Plan, coordinate, direct, and lead activities and the operation of the District's Human Resources Office, assuring compliance with applicable laws, codes and regulations; supervise Human Resources staff; provide strategic planning for district-wide human resources management and practices; develop Human Resources policies and procedures; interpret laws and advise District staff regarding policies and procedures.
2.	Provide leadership and direction for collective bargaining strategies in negotiations with labor organizations; develop collective bargaining strategies and proposals; coordinate the District team and serve as the Chief Negotiator for bargaining units, as assigned. Administer collective bargaining agreements; respond to claims of contract violations, processes and resolve grievances; represent the District in hearings; serve as liaison for the District with labor organizations; administer a variety of related contracts, memoranda of understanding and other legal documents.
3.	Provide consultation, technical expertise, legal strategies, and recommendations to the Vice Chancellors, Chancellor, Board of Trustees, faculty and management in employee and labor relations matters, including but not limited to negotiations, litigation, 504 compliance, workers compensation, unlawful discrimination, unfair labor practices, claims of contract violations, and discipline; conduct legal research and analysis of technical subject matter in employee and labor relations matters.
4.	Serve as NOCCCD advocate and legal representative to courts, legislature and administrative agencies regarding Human Resources, civil litigation, labor relations, and workers compensation. Represent the Human Resources Department at Board of Trustees meetings and present information as required.
5.	Oversee and provide review, analysis and guidance of proposed legislation, laws, and regulations relating to human resources, labor relations, and community colleges. Recommend and draft legislative policy and legal changes to serve the needs of the District. Administer the implementation of laws, regulations, and policies.

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6.	Administer the investigation and processing of complaints and the discipline process, including reprimands, suspensions, demotions, and dismissals in legal compliance with the Education Code, Board Policies, and Collective Bargaining Agreements; coordinate related hearings; administer employee formal and informal grievance procedures; conduct Skelly hearings in consultation with affected administrators; coordinate with legal counsel and make recommendations to Vice Chancellor, Human Resources and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution.
7.	Administer the development and administration of the District's employee health and benefits programs; administer open enrollment and technology initiatives related to benefits; serve as the Trustee on the Orange County Fringe Benefits Trust; responsible for leaves coordination, COBRA, IRS 125 plan, Affordable Care Act, and the accommodation process.
8.	Develop and execute comprehensive strategic plans relating to District and campus human resources programs, practices, and systems under the direction of the Vice Chancellor of Human Resources and in close partnership with campus executive management, various governance groups, and campus administrators, managers, faculty, and staff.
9.	Administer district-wide human resources operations, and serve as a resource for employment practices, job classification, job descriptions, job analysis, staffing analysis, salary administration, and salary placement. Approve and supervise the evaluation of the minimum qualifications of all applicants and employees in accordance with state and local rules and regulations. Responsible for the administration of criminal conviction analysis and determination.
10.	Provide leadership in the development of the annual preliminary budget for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding employees, facilities, programs, operations and activities; fiduciary signatory on fiscal expenditures District-wide, including student financial aid.
11.	Chair and supervise a variety of committees and task forces related to Human Resources; responsible for the district-wide sabbatical, equivalency, classified and confidential job measurement processes; direct and coordinate the reclassification and promotion of employees; chair administrative and staff meetings as required; coordinate programs and services as appropriate with other District and college staff.
12.	Serve as a resource to the District's Title IX/EEO Compliance Officer; advise in the administration of discrimination complaints related to staff and students; liaison with the District Worker's Comp Administrator.
13.	Plan, organize, and deliver appropriate training and staff development activities.
14.	Train, supervise, evaluate and direct the work of employees as assigned at the District office and colleges; this may include supervision of management employees and independent contractors; participate in selection and hiring processes.
15.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees

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18.	Perform related duties as assigned.
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**OTHER FUNCTIONS**

None

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's degree from an accredited institution in human resources, public administration, business administration or related field.

Minimum of five (5) years of management experience working in human resources or related environment, of which at least four (4) years include managerial experience.

Experience managing a department or program with decision-making responsibility.

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Human Resources experience in public higher education.

Management experience leading a Human Resources operation.

Demonstrated experience resolving labor relations matters, accommodations, trial preparation, negotiations, complaints, grievances, unfair labor practices, and state and federal claims.

Demonstrated experience working with a unionized workforce.

Demonstrated experience with classification and compensation systems.

Advanced degree from an accredited institution in a related field or licensed California Attorney.

Demonstrated experience developing and implementing human resources technology initiatives.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

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Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of human resources operations, including applicable federal/state laws and regulations.  
Knowledge of labor relations, collective bargaining, contract administration, mediation, arbitration, and grievance resolution  
Knowledge of District organization, operations, policies and objectives  
Knowledge of California Education Code and requirements, including Title 5, Title IX, 504  
Knowledge of principles and practices of due process discipline  
Knowledge of a shared governance model  
Knowledge of human resources development and organizational development  
Knowledge of staff diversity and Equity laws and programs  
Knowledge of research 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 data and 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 identify process improvements and create a continuous improvement culture  
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

## **SPECIAL REQUIREMENTS**

None

## **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with internal and external partners; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (up to 2-3 hours: requires off-site duties and activities.