

**ASSISTANT SUPERINTENDENT/VICE PRESIDENT, HUMAN RESOURCES**

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| **Reports to:** | Superintendent/President |  |  |
| **Dept:** | Office of the Superintendent/President |  |  |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

The Assistant Superintendent/Vice President, Human Resources (ASVPHR) is responsible for developing and executing human resource policy and strategy in support of the overall plan and strategic direction of the district, specifically in the areas of recruiting, retaining, developing world-class talent and shaping organizational culture within the workplace. The ASVPHR functions as a strategic human resources advisor, and articulates human resources (HR) needs, to the executive management team and the Board of Trustees regarding key organizational and management issues, programs, policies and procedures, and provides guidance on managing complex and sometimes sensitive employee relations matters. The ASVPHR may serve as the Superintendent/President’s designee of the district in the absence of the Superintendent/President.

The ASVPHR shares diversity, equity, and inclusion leadership responsibilities with other campus leaders.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

# **People**

1. Develops, implements, and manages the strategic direction required to achieve organizational success in support of the district’s mission, strategic plans, goals and objectives.
2. Leads activities involved in building and maintaining a diverse workforce that meets the needs of the district and reflects the demographics of the district’s students and community.
3. Leads activities aimed at recruiting, retaining and developing high-performing talent, solidifying and improving the relationship between employees and the organization, creating a thriving and energized workforce, and develops effective strategies to address performance expectations from all employees at all levels.
4. Leads activities that enhance the knowledge, skills, abilities, engagement, and other characteristics and competencies of a diverse workforce in order to meet the district’s needs.
5. Designs and implements compensation systems and benefit packages to attract and retain world-class employees.

# **Organization**

1. Plans, develops, organizes, implements, directs, and evaluates the performance of the HR department.
2. Leads the delivery of HR-related services that create and drive organizational effectiveness.
3. Develops, implements, and enforces HR-related policies and procedures.
4. Measures long- and short-term effectiveness and growth of people and processes, implements necessary organizational change initiatives.
5. Develops and implements practices and initiatives that allow the district to meet its talent needs (e.g. workforce planning, succession planning) and close critical gaps in competencies.
6. Leads negotiations with labor unions and employee associations.
7. Responsible for employee investigations, and resolution of employee grievances and complaints.
8. Manages the use of existing, new and emerging technologies to support the HR function.
9. Develops and manages the budget and other financial measures of the HR department.

# **Workplace**

1. Provides diversity, equity, and inclusion leadership in faculty and staff achievement and success, employee recruitment and retention, campus climate, leadership development, nondiscrimination, strategic planning and accountability.
2. Leads activities that create opportunities to leverage and engage the unique backgrounds and characteristics of all employees to contribute to the district’s success.
3. Leads the identification, assessment and prioritization of risks, uses resources to minimize, monitor and control the probability and impact of risks accordingly.
4. Operates in an ethical and sustainable manner, leads HR-related activities that promote and support transparency, sustainability and ethical sound governance practices.
5. Maintains compliance and alignment of human capital programs and policies with relevant employment laws and regulations.
6. Leads activities including educating employees on the legality of HR-related programs, establishing metrics or other criteria to measure and track compliance, ensuring organizational systems and processes facilitate the collection, analysis and reporting of relevant data.

### OTHER DUTIES:

1. Participates in governance of the college through service on district committees, promote broad and inclusive input.
2. Establishes positive relationships with community groups and organizations.
3. Participates in appropriate professional and community organizations.
4. Performs related duties as assigned, including representing the Superintendent/President.

**COMPETENCIES:**

* Leadership and Navigation
* HR Expertise
* Ethical Practice
* Cultural Awareness
* Relationship Management
* Communication
* Critical Evaluation
* Consultation
* Business Acumen

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

* District organization, operations, policies and objectives.
* Budgeting methods and practices.
* Theory, principles and practices of personnel administration in a California community college, including recruitment, testing, selection, EEO, employee/labor relations, position classification, compensation, benefits design/administration, employee development and performance appraisal.
* Principles, practices and methods of risk management, loss control, insurance, and contracting.
* Federal, state and local laws, statutes and regulations applicable including the California Education Code and Title IX.
* Principles and practices of effective management and supervision.
* Principles and practices of sound business communication.
* Research methods and analysis techniques.
* Principles and practices of organization and culture change.
* Safety policies and safe work practices applicable to the work.

ABILITY TO:

* Organize, plan, integrate and direct the broad/diverse activities of a college HR organization.
* Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
* Analyze and make sound recommendations on complex issues arising within the assigned division and across the full district organization.
* Work collaboratively with vice presidents, managers and deans; provide expert advice and counsel to develop solutions to complex issues.
* Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
* Develop and implement budgets, procedures and controls.
* Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
* Communicate effectively, both orally and in writing.
* Understand, interpret, explain and apply applicable laws, codes and ordinances.
* Represent the district effectively in dealings with external stakeholders.
* Present proposals and recommendations clearly, logically and persuasively.
* Operate a computer and use standard business software.
* Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
* Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
* Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

* + BA/BS in human resources, business administration, or a related field from an accredited college or university
  + Eight years of progressively responsible related experience

**PREFERRED EDUCATION AND EXPERIENCE:**

* + Community college experience
  + MBA or MA/MS in human resources or a related field from an accredited college or university
  + SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Human Resources staff.

**CONTACTS:**

Governing board members, district administrators, faculty, staff, students, other college and community organizations, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.