

<b>Position:</b> Vice President of Human Resources and Equal Employment Opportunity	<b>Position Number:</b>
<b>Department/Site:</b> Office of Superintendent/President	<b>FLSA:</b> Exempt – Administrative (Classified Management)

**Reports to:**

Discrimination in Employment Act, California Fair Employment and Housing Act (FEHA), Title IX of the Education Amendments Act of 1972, Title 5 of the California Code of Regulations, relevant sections of the Education Code, and other related laws and regulations; serves as District contact for all complaints filed for discrimination, including sexual harassment.

Develops and implements goals, objectives, policies, and priorities for the assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Develops, administers, and oversees the Human Resources annual budget; directs the forecast of additional

Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the Executive Management Team and Board of Trustees, as assigned by the Superintendent/President.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.

Principles and practice of enrollment management.

Principles and practices of fiscal management, strategic, and facilities planning.

Pertinent federal and state laws and regulatory provisions.

College accreditation procedures, practices, and standards.

The development, implementation, and assessment of student learning and/or service area outcomes.

Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles, practices, and techniques of human resources management in a public agency setting, including the interpretation of laws, regulations, policies, and procedures.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Technical, legal, financial, and public relations problems and issues associated with the management of human resources programs.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

Develop, implement, and evaluate programs and services.