

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED MANAGER

CLASS TITLE: ASSISTANT SUPERINTENDENT/VICE PRESIDENT, HUMAN RESOURCES

SALARY TABLE: 31

SALARY RANGE: 15

BASIC FUNCTION:

The Vice President for Human Resources (VPHR) reports directly to the Superintendent/President, and provides District-wide leadership, supervision and oversight for Human Resources operations and activities including recruitment, benefits administration, employee recordkeeping, union negotiation, contract administration, policy development, employee training, new employee onboarding, labor relations and staff development functions for all personnel; coordinates and directs personnel, resources, communications and information to meet College District needs and assures smooth and efficient activities; supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS

The Vice President of Human Resources is a student and employee equity-focused leader with the ability and willingness to engage in courageous conversations that maintain and enhance inclusive environments where students and employees thrive. The VPHR is a race-conscious, committed, and dynamic leader who embraces cultural sensitivity and competence, inclusive participation, and who sets a management standard of leadership ensuring accurate and timely processes and procedures. This leader is committed to transparency, accountability, and effectiveness.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for all personnel; establish and maintain related timelines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies.

Provide student equity-focused leadership and champion an inclusive working environment.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established

requirements.

Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, benefits, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies.

Plan, organize, control and direct the recruitment, interviewing, selection, onboarding, and placement of classified and certificated personnel; monitor recruitment and direct hiring activities to assure compliance with diversity and fairness standards and requirements; coordinate and conduct orientations for administrators; direct and participate in the interviewing, analysis and acceptance or rejection of job applicants.

Lead or serve as a member of District labor negotiation teams and provide technical direction and assistance in collective bargaining activities for all bargaining units; maintain confidentiality of sensitive and privileged information; develop, maintain and update related contracts and collective bargaining agreements; maintain contact with employee unions.

Investigate, resolve and provide technical recommendations concerning employee disciplinary matters, misconduct, complaints, due process, grievances and other staff relations issues and conflicts; review, analyze and coordinate response to unfair labor practice and regulatory agency complaints; research, compile and assemble related technical information.

Provide technical information and assistance to the President regarding Human Resources activities, needs and issues; collaborate with the President and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the College District; assist in the formulation and development of College policies, procedures and programs.

Monitor and analyze Human Resources operations and activities for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Human Resources operations and activities.

Direct and participate in the preparation and maintenance of a variety of manual and automated records, reports and files related to employees, benefits, applicants, collective bargaining, policies, plans, diversity, evaluations, classifications, seniority, contracts and assigned activities; develop and maintain employee handbooks, brochures and personnel policies, rules and regulations.

Plan, organize, control and direct employee benefits programs and activities to assure eligible employees receive appropriate insurance, leave and other related compensation; assure benefits are aligned with employee needs and resolve discrepancies as needed.

Develop and prepare the annual preliminary budget for Human Resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain current knowledge of laws, codes, regulations and pending legislation related to Human Resources activities; modify programs, functions and procedures to assure compliance with local, State and Federal requirements as appropriate.

Direct and participate in classification and salary studies; compile and analyze related information and statistical data; prepare classification specifications and allocation standards; assure proper salary placement of College employees.

Communicate with administrators, personnel, outside organization and the public to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings or training as assigned; serve on various boards, committees and councils; prepare and deliver oral presentations concerning Human Resources operations, activities, needs and issues; develop, implement and conduct in-services and retreats.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified, certificated and short-term employees.

State and federal standards and requirements concerning personnel administration including equal employment opportunity, affirmative action, Title 5 and the Education Code.

Principles of law applicable to a community college district.

Practices, procedures and policies involved in the investigation of employee disciplinary matters, misconduct, complaints, due process, grievances, unfair labor practice complaints and other staff relations issues and conflicts.

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts, contract negotiation, employee benefit packages and salary schedules.

Diversity hiring best practices.

Policies and objectives of assigned programs and activities.

College organization, operations, policies and objectives.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for classified, certificated, and short-term employees.
Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives.
Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations, standards, requirements, practices and procedures.
Plan, organize, control and direct the recruitment, interviewing, onboarding, selection and placement of classified and certificated personnel, and assure compliance with diversity and fairness requirements.
Provide technical direction and assistance in collective bargaining activities.
Investigate, resolve and provide recommendations concerning staff relations issues and conflicts.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS:

Master's Degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrated commitment to equity-focused leadership, responsiveness, cultural sensitivity, to every aspect of human diversity and to actively promoting an inclusive educational and working environment.

DESIRED QUALIFICATIONS

Three to five years of progressively responsible administrative experience including leadership and senior management experience.

The ideal applicant will have a demonstrated and progressive track record in the administration of human resources in higher education. This background should be evidenced by recent and proven experience, knowledge, and abilities in:

1. Leading through a lens of equity and race consciousness.
2. Operations, services, and activities of a human resources office.
3. Public Human Resources administration theory, principles, and practices and their application to a wide variety of programs and procedures.
4. A proven track record of meeting the needs of culturally, ethnically, and economically diverse faculty, students, and staff.
5. Knowledge and application of Federal, State, and local laws, codes, and regulations.
6. Analysis of problems, identification of alternative solutions, project consequences of proposed actions, and implementation of recommendations in support of goals.
7. Preparation and presentation of comprehensive, effective oral and written reports.
8. Leadership in the development and maintenance of an operational budget.
9. Methods and techniques of designing and implementing Human Resources related programs and projects, including technology programs and projects.
10. Experience working in a community college environment with education centers/extended sites and collegial consultation.
11. A proven track record of meeting the needs of culturally, ethnically, and economically diverse faculty, students, and staff.
12. Leadership in developing, implementing, supervising and evaluating relevant Human Resources and organizational development.

DISTRICT VALUES

Santa Barbara City College administrators are expected to champion an equity focus, responsiveness, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, neurodiversity, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Indoor office work environment
2. Ability to travel to various locations inside and outside of the College District.