

**DIRECTOR, HUMAN RESOURCES**

*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 within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION**

Under administrative direction of the Vice Chancellor, Human Resources & Employee Relations, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Vice Chancellor, Human Resources & Employee Relations.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assumes management responsibility for daily services and activities of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, safety and disaster preparedness compliance, and equal employment opportunity compliance and administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Ensures that the recruitment and selection process for all District employee classifications is in full compliance with both federal and state rules, regulations and guidelines.
8. Participates in negotiations with the collective bargaining units; researches and assists in the development of draft tentative agreements and memorandum of understandings.
9. Assists and counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
10. Develops and implements staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.

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11. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
12. Investigates and assists in resolution of discrimination and sexual harassment complaints.
13. Serves as staff on a variety of committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Vice Chancellor, Human Resources & Employee Relations; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
15. Attends and participates in professional group meetings; maintains awareness and currency of legislation, new regulations, trends and developments in the field of human resources and employee relations; incorporates new developments as appropriate.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of a human resource administration program.

Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.

Principles and practices of program development and administration.

Methods and techniques of collective bargaining and contract negotiation.

Principles and applications of recruitment and equal employment opportunity.

Operational characteristics of human resource information systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

**Ability to:**

Oversee and participate in the management of a comprehensive human resource management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Provide leadership for the successful implementation of a new Human Resources Information System.

Gather and analyze data and situations and make appropriate decisions.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Prepare and present comprehensive, concise, clear oral and written reports.

Participate in collective bargaining negotiations and contract administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and

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regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Master's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

**Required Experience:**

Five years of increasingly responsible professional human resource experience including three years of administrative and supervisory responsibility.

**Preferred Experience:**

1. Human Resources experience in the California Community College System.
2. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
3. Demonstrated knowledge and/or experience in collective bargaining contract regulations and labor relations in a public education or community college 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.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

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