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OFFICE of
HUMAN RESOURCES

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WWW.MCCD.EDU

MANAGEMENT
JOB OPPORTUNITY

*An Equal Opportunity Employer
actively seeking applications
from racial/ethnic minorities, women
and persons with disabilities.*

Position: ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES Mgmt Range AVP

Salary: \$117,691 - \$182,578 (additional compensation of \$5,533 for doctorate)

Closing Date: Open until filled
Initial screening on April 13, 2018, 5:00 pm
Any complete applications received after the Initial Screening date will be reviewed by the screening committee only upon committee request.

Interview Dates: First and second interviews are tentatively scheduled for the week of May 7, 2018.
Subject to change.

Beginning Date: July 1, 2018 or before as mutually agreed upon

MINIMUM QUALIFICATIONS

Required:

- Master's degree from a regionally accredited institution
- Three years supervisory experience in human resources management
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Commitment to the college's core values: student success, a supportive atmosphere, being proactive and innovative, partnering, and valuing diversity
- Valid California driver's license or ability to obtain within 90 days of hire date

Preferred:

- Earned doctorate from a regionally accredited institution
- Degree and/or major coursework completed in human resources management, public administration, labor relations, law or other related field
- Progressive executive-level experience in human resources management, preferably within a community college or university environment

General Description:

Under general administrative direction of the Superintendent/President, serve as the District's Chief Human Resources Officer and plan, organize, and direct the activities and operations of the District's Human Resources Department; supervise the maintenance of employment contracts; and supervise and evaluate the performance of assigned personnel. This is an executive leadership position for the District, responsible for making sure the District is in compliance with Title 5 regulations, California Education Code, state labor laws, federal labor laws, and collective bargaining agreements pertaining to all Human Resources policies and procedures. The AVP of Human Resources provides leadership in employee relations and related policy development; serves as chief

coordinator of professional development activities for the District; assists the Superintendent/President with collective bargaining; and provides leadership in developing and coordinated staffing plans. The AVP serves as the District's compliance officer and chief liaison with regard to all matters touching equity, diversity, equal employment opportunity, discrimination, Title IX, and human resources policies; and addresses related complaints and grievances.

Essential Functions:

- Direct the operations of Human Resources including employment, promotion, transfer, termination, and reduction in workforce processes for District personnel.
- Provide consultation and technical expertise to administrators, faculty, classified professionals, the public and others concerning Human Resources operations and activities.
- Supervise the maintenance of personnel records and employment contracts; provide database management and development.
- Provide seamless onboarding and orientation of new employees and for the on-going professional development of faculty and staff.
- Provide on-going training of District managers in areas related to effective human resources management and employer-employee relations.
- Prepare a variety of items for Board review and approval, including the Board agenda.
- Maintain classification/compensation system; research and confer on placement for new hires; conduct and respond to reclassification reviews and salary surveys; analyze information, provide reports and make recommendations; develop job descriptions that are current and accurate.
- Develop and manage the annual department budget, including approving requisitions and review of statements.
- Serve as the District's Equal Employment Opportunity Officer and Title IX Coordinator/Compliance Officer.
- Provide leadership for district-wide professional development programs.
- Interface with cognizant agencies such as the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights.
- Serve on collective bargaining teams, and serves as chief negotiator when assigned.
- Hear complaints and grievances as determined by District policy, in such areas as gender, disability, racial, ethnic or age discrimination; and facilitates resolution of the same.
- Facilitate conflict resolution as needed to improve employee relations and the effectiveness of District human resources management operations.
- Serve as chief liaison with bargaining unit representatives on behalf of the Superintendent/President and the District and administer collective bargaining agreements as well as individual employment agreements.
- Responsible for all aspects of accreditation recommendations that relate to human resources.
- Prepare and interpret required federal, state, and district reports, including staff diversity reports, statistical and narrative reports, governing board reports, contract documents and other materials.
- Update District policies, procedures, forms, contracts and publications to ensure compliance with applicable laws, regulations and executive orders.
- Supervise and evaluate the performance of assigned staff; select, train, and coordinate tasks; assign priorities; resolve issues or concerns.
- Attend workshops and meetings; serve on District committees as directed.
- Oversee the employee performance evaluation process; update and maintain records. Provide advice to district managers in preparing evaluations.
- Ensure District compliance with Mandatory Sexual Harassment Training (AB 1875).
- Assist in preparing strategic plans, program reviews, the educational master plan and other plans and reports as assigned.
- Coordinate the claims process for unemployment, disability and worker's compensation; review worker's compensation claims and communicate with appropriate individuals regarding claims.

- Oversee procedures for recruitment, hiring, promotion, job classification, layoff, discipline, salary placement and advancement and ensuring the timely evaluation of employees. Serve as District Equal Employment Officer; develop and administer the District Equal Employment Opportunity Plan and related policies and programs to assure compliance with Federal, State and District regulations.
- Verify all minimum qualifications for the hiring of faculty, both full-time and part-time, including initiating the equivalency process, if needed.
- Oversee informational presentations including selection committee training and other related presentations as required.
- Provide support and leadership to the District's equity and diversity programs and work to ensure progress in meeting the District's diversity goals.
- Provide advice on District Human Resources functions; monitor Human Resources practices for compliance with Board policy and governmental regulations; adherence to collective bargaining agreements by providing direction to administrators and managers to interpret negotiated employer/employee agreements.
- Develop and maintain employee seniority lists for classified and certificated personnel.
- Conduct meetings with employee organization representatives to discuss issues related to contracts and resolve issues involving employee relations or contractual interpretations or disputes.
- Receive and assist in resolving complaints, employee disciplinary problems, participate in the grievance process as directed and monitor disciplinary actions; discuss situations with staff and attorneys; investigate as appropriate; prepare related reports and maintain official District records of employer/employee proceedings.
- Research legal matters and consult with legal counsel on behalf of the District, as directed.
- Attend DFEH, employment and/or mediation hearings on behalf of the District.
- Assist in the development and recommendation of personnel policies, procedures and programs to meet the needs of the district, keeping abreast of legislation and court decisions affecting community colleges and apprise others of pending changes to current practices.
- Develop, oversee and maintain the Human Resources information system in cooperation with District ITS. Perform related duties as assigned.

Knowledge of:

- Principles, methods, and techniques of Public Personnel Administration
- Provisions of related Education Code
- State and federal laws and decisions pertaining to human resources, collective bargaining and affirmative action
- Principles of compensation analysis and administration
- Human behavior and relationships
- Title V, Title IX, ADA, OSHA, disability and workers compensation laws, rules and regulations
- District organization, operations, policies and objectives
- Budget preparation and control

Ability to:

- Incorporate the use of technology in performing computerized presentations and Microsoft Office
- Plan, organize, and direct the activities and operations of the Human Resources operations
- Coordinate and supervise information management systems for Human Resources
- Perform professional and analytical human resources tasks
- Understand, interpret and apply policies, laws, rules and regulations
- Communicate effectively both orally and in writing
- Assist in conducting investigations
- Exhibit interpersonal skills using tact, patience and courtesy
- Prepare reports and make recommendations
- Assign, train, supervise, and evaluate the work of others

- Establish and maintain cooperative and effective working relationships with others
- Exercise initiative and independent judgment
- Manage confidential matters with tact and diplomacy
- Work various hours including evenings and/or weekends
- Operate a computer and assigned software
- Analyze situations accurately and adopt an effective course of action
- Plan, schedule, and organize workload and projects, ensuring timelines are met

How to Apply: Candidates will submit complete application packet at <http://www.mccd.edu/offices/hr/jobs>.

1. Letter of interest addressing your qualifications for the position
2. Resume
3. The names, business and home telephone numbers, and email addresses of five references.
NOTE: References will not be contacted without the applicant's permission.
4. Legible unofficial college transcripts (undergraduate and graduate). Transcripts must include the degree major and date the institution granted the degree.
NOTE: Official copies are not required unless applicant is hired. Foreign transcripts must include a U.S. evaluation and translation.

Interview Information: Those applicants deemed most qualified for the position will be invited to appear for oral interviews before a screening committee. The interview process will include a pre-interview writing assessment. Expenses for travel and accommodations are the responsibility of the candidate.

Employee Benefits: The District pays (with small contribution from employee) health, prescription, vision and dental insurance premiums for the employee and dependents. Life and income protection insurance premiums are provided for the employee only, as well as paid vacation, sick leave, and holidays.

Condition of Employment: The selected candidate must be livescanned and tested for tuberculosis at his/her own expense prior to the start of employment. The Immigration Reform Act of 1986 requires verification of the right to work in the United States. Applicant must be able to perform essential functions of the position with or without reasonable accommodations. **All offers of employment are subject to approval by the Board of Trustees.**