

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE CHANCELLOR, HUMAN RESOURCES

Contract

SUMMARY:

Reporting directly to the Chancellor, the Vice Chancellor, Human Resources serves as the District's key human resources expert and is responsible for the administration and management of a comprehensive human resources program to support the mission of the District and its colleges. The Vice Chancellor, Human Resources is responsible for organizational and staff development, benefits administration, classification, human resource information systems, recruitment and selection and equal employment compliance and serves as the chief negotiator for the District. The vice chancellor serves as a member of Chancellor's Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

ESSENTIAL FUNCTIONS:

Advises the Chancellor's Cabinet and Governing Board on human resources issues, including personnel management, diversity initiatives, employee relations, legal compliance, quality enhancement, issues and concerns.

Serves as the district's chief negotiator.

Manages district human resources, including the planning, coordination, evaluation and direction of: recruitment, benefits administration, employee relations, equal employment opportunity compliance, workers' compensation, classification, compensation, diversity, human resources information systems, human resources operations, employee and organizational development.

Plans, develops, and recommends human resources policies, procedures, and objectives.

Directs the comprehensive recruitment, successful retention, and promotional opportunities of a diverse and high quality workforce.

In collaboration with designated college and district groups, develops, recommends, and implements immediate and long-term strategies pertaining to human resources.

Plans, organizes, and administers a comprehensive employer/employee relations program, including conducting negotiations with labor organizations and the administration and interpretation of collective bargaining agreements.

Serves as liaison to labor organizations in analyzing problems and in developing alternative solutions,

Provides effective leadership in personnel dispute resolutions, investigations, and disciplinary actions.

Actively participates in strategic planning and budgeting processes, including responsibility for position control.

Oversees state and federal reporting relative to human resources, including participation in local and national surveys.

Interprets and carries out rules, regulations, and policies of the Governing Board and directives of the Chancellor as they affect the negotiations process, labor relations, and legal issues related to human resources.

Cultivates positive working relationships throughout the district and with labor partners.

Leads the District in monitoring and complying with all institutional, county, state, and federal requirements.

Ensures continuous improvement of human resources services through organizational change management, use of technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity, service, quality, and effectiveness.

Acts as understanding, sensitive, and active champion of equity, diversity, and inclusion in the workplace and educational environment.

Promotes a work culture of customer service, innovation, and quality services to students, staff, and the community.

Manages the Human Resource Division, including budget, planning, and staffing.

Represents the District on local, regional, state, and national committees.

Performs other duties assigned.

EDUCATION AND EXPERIENCE:

A master's degree from an accredited college or university in human resources, business or related field, or a bachelor's degree from an accredited college or university in a related field and additional certification or licensure equivalent to a master's degree.

Five years of management experience directing human resources functions in a public or private organization in employee relations and labor negotiations.