

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Associate Vice Chancellor, Employee Services

Unit: Management

Page: 1 of 4
Job Code: C3459
Original Date: 09/2010
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 8

DEFINITION

Under the general leadership of the Executive Human Resources Officer and in accordance with the goals of the District, the Associate Vice Chancellor, Employee Services plans, organizes, administers, reviews, and evaluates districtwide employee services programs including benefits administration, payroll administration, recruitment and onboarding, employment record management, retirement reporting, people and culture division business processes, and other related functions. The Associate Vice Chancellor provides equitable operational leadership to a broad and diverse group of District stakeholders in the application of policies, procedures, collective bargaining agreements, employee handbooks, and standard business processes. The Associate Vice Chancellor serves as Acting Vice Chancellor in the absence of the Vice Chancellor as assigned.

EXAMPLES OF DUTIES

1. Develop, implement, manage, coordinate, and lead the daily operations in assigned functions within the People and Culture Division's Employee Services Department to provide effective, efficient, and equitable services to the District's diverse stakeholder communities.
2. Develop, implement, manage, coordinate, and lead the District's comprehensive payroll, retirement, and records management programs within applicable laws, regulations, policies, procedures, collective bargaining agreements, and standard business practices; and recommend revisions to established processes to expand inclusion, equity, and accessibility for the District's diverse communities.
3. Develop, implement, manage, coordinate, and lead the District's comprehensive benefits programs including coordination of initial and open enrollment, marketing available benefit programs to diverse District communities, coordinating training and educational resources for diverse communities, representing the District on related boards and organizations, and ensuring compliance with applicable laws, regulations, policies, procedures, collective bargaining agreements, and standard business practices while expanding inclusion, equity, and accessibility for the District's diverse communities.
4. Develop, implement, manage, coordinate, and lead the District's comprehensive employment marketing, recruiting, screening, and hiring programs with an emphasis on attracting diverse qualified applicants for all positions, identifying and eliminating barriers for diverse communities in screening and selection processes, prioritizing equity in outcomes, and aligning hiring criteria with the District's mission, vision, and values.
5. Develop, implement, manage, coordinate, and lead the District's comprehensive onboarding programs with an emphasis on welcoming employees into a culture valuing the diversity of the District's employees, students, and stakeholders; ensuring all employees understand and have access to the District's benefit programs; ensuring all employees fulfill all legal requirements in employment; and providing an accessible and inclusive process for all employees.
6. Serve as a technical expert on laws, regulations, policies, procedures, business processes, and employment rights and responsibilities in assigned functions for the District's diverse stakeholders with an emphasis on creating meaningful inclusion, equitable outcomes, and broad accessibility.
7. Represent the District in local, State, and national committees, workgroups, and meetings; participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance Employee Services strategic objectives and effective operations.

8. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and stakeholder communities.
9. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services.
10. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, state, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
11. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
12. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with telecommunication operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources result in equitable services and outcomes for diverse communities.
13. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
14. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
15. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility.

District organization, operations, mission, strategic objectives, policies, procedures, and rules.

Effective communication methods, techniques, and modes to engage with diverse stakeholder communities.

Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Modern office practices, procedures, and equipment, including computer hardware and software.

Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations.

Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.

Principles of effective, efficient, equitable, and strategic human resources management in an educational institution.

Principles of effective employee benefit programs.

Principles of effective employment marketing, selection, and hiring practices.

Principles of effective participatory governance processes and engagement.

Principles of effective payroll, retirement system, and tax reporting and compliance.

Skills and Abilities:

Communicate effectively through multiple modalities with diverse internal and external stakeholders.

Communicating and gaining support for the District's mission, vision, and values.

Create a culture of shared accountability for effective performance within assigned areas.

Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices.

Establish and maintain effective working and professional relationships with individuals from diverse communities.

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.

Leading effectively through participatory governance and in collaboration with diverse stakeholders.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources and administrative services programs in a community college district.

Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.

Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.

Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws.

Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations.

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.

Strategic planning, action, and leadership.

Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree from an accredited college or university in human resources, business management, public administration, or a field related to the assigned areas of responsibility or a Juris Doctorate, six years of relevant business experience, and three years of increasingly responsible supervisory or management experience related to the duties of this position with two years in an administrative capacity.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, and hearings.