

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Vice Chancellor, Human Resources

Unit: Executive Management

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Job Code: C8440
Original Date: 07/1989
Last Revision: 12/2017
Staff Type: Classified
FLSA status: Exempt
Salary Range: 22

DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, plan, organize, direct, administer, review, and evaluate districtwide Human Resources programs, including collective bargaining, grievance administration, academic and classified employment, classification, compensation, leadership and staff development, diversity and EEO compliance, payroll, benefits, retirement, risk management, legal services, and policy development.

DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor is assigned to top-level district administrators responsible for major functions that have substantial districtwide impact. Incumbents report directly to the Chancellor and are a party to the Chancellor's Cabinet.

EXAMPLES OF DUTIES

1. In a shared governance environment, manage, coordinate, and provide leadership for a variety of districtwide human resources programs and services to ensure the viability and legality of human resources policies and programs, improve human resources services, and maintain established practices and standards.
2. Coordinate and direct the State-mandated collective bargaining process involving multi-unit employee contract negotiations; serve as the district's chief negotiator and grievance administrator.
3. Plan and implement districtwide staff development initiatives, including succession planning.
4. Participate in Chancellor's Cabinet to advise the Chancellor and other Cabinet members on policies, procedures, and management issues related to the areas of responsibility of the position.
5. Meet regularly with the governing Board and Chancellor in closed session to discuss legal settlements and litigation, including employee discharge, workers' compensation, and other legal issues within the scope of closed session topics; direct and implement legal settlements and litigation pursuant to Board action.
6. Represent the district at local, State, or national meetings and serve as district representative on related committees and commissions as appropriate.
7. Review and recommend legislation, in the areas of responsibility of the position, which could benefit District students, faculty, and staff; maintain liaison with appropriate government agencies and national organizations.
8. Direct and implement legal settlements and litigation involving employee discharge, suits against the District, workers' compensation settlements, and other legal issues.
9. Direct District Human Resources management that includes both certificated and classified programs involving recruitment, selection, classification and compensation, staff development, diversity and EEO compliance, and payroll and benefits.
10. Plan, organize, direct, administer, review, and evaluate assigned programs, services, and activities in accordance with District mission, goals, and objectives and assure legal compliance and integrity.
11. Supervise programs and support services which link expenditures of District-controlled funds and District-approved activities with the accomplishment of districtwide goals and objectives.

12. Assure the timely preparation, maintenance, and distribution of reports and records as required by federal, State, local, and District regulations; inform the Chancellor and other District staff of the status of assigned functions, programs, and services.
13. Train and supervise assigned staff; organize staff to plan, develop, and implement programs/support services in assigned areas of responsibilities.
14. Maintain open communication with subordinates to assure a free flow of ideas throughout the organization.
15. Provide a climate that encourages staff development in formulation of job objectives and provides for staff participation to achieve the goals and objectives for assigned services.
16. Review and evaluate effectiveness of assigned personnel, programs, and services; assure the development and implementation of corrective action, improvements, or additional programs and services as necessary.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Administrative systems and databases to support operational discussions.
- District organization, operations, policies, and objectives.
- Effective communication skills, both written and oral.
- Effective labor relations.
- Effective recruiting practices.
- Effective management, coordination, and leadership in planning, research, evaluating, monitoring, maintaining, and expanding human resources programs in an educational institution.
- Legislative acumen and media perception.
- Local economic conditions and demographics as they relate to an effective and diverse workforce.
- Local, State, and federal laws governing collective bargaining and human resources programs and services in an educational environment.
- Managing benefits programs, including health care, within an educational setting.
- Operation and use of computers and basic software applications.
- Principles of management, leadership, supervision, training, and public administration.
- Principles, practices, techniques, and trends in human resource management.
- Public retirement programs and reporting.

Skills and Abilities:

- Articulate and champion a shared vision.
- Commit to shared governance, collaboration, and District goals and missions.
- Communicate effectively with diverse constituencies, within and outside the District.
- Establish and maintain effective working relationships with others.
- Convey ideas and information effectively through verbal and non-verbal means.
- Lead, manage, direct, supervise, and train personnel.
- Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources and administrative services programs in a community college district.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, direct, administer, review, evaluate assigned programs and services and formulate program policy to implement the District's mission, goals, and objectives in accordance with local, State, and federal laws.
- Promote and maintain high standards for personal and organizational integrity, honesty, and respect for people.
- Work with administrative systems and databases.

Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree in business management, public administration, a JD or a related field and six years of increasingly responsible management experience related to the duties of this position and two years in an administrative capacity, plus demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students. An earned doctorate or other equivalent terminal degree is preferred.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel within the State of California.