

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Director, Employee Relations

**Unit:** Management

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**Job Code:** C3002  
**Original Date:** 01/1994  
**Last Revision:** 09/2018  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 18

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### DEFINITION

Under the general supervision of the Vice Chancellor, Human Resources, plan, organize, coordinate, and direct a district-wide human resources program, including classification and compensation, collective bargaining, employee relations, labor relations, and other related human resources functions.

### EXAMPLES OF DUTIES

1. Participate as chief negotiator for assigned bargaining/meet and confer units; confer with Vice Chancellors, Chancellor, and/or Board of Trustees concerning collective bargaining matters; review and render decisions on grievances/complaints filed by staff. Assist the Vice Chancellor in negotiations with other bargaining/meet and confer units.
2. Assist in legal issues related to labor relations and employee relations. Develop, implement, and administer District drug testing programs. Prepare or propose District case position/response regarding PERB, discipline, or grievance issues. Interact with attorneys and law firms.
3. Administer collective bargaining agreements to assure consistent districtwide implementation; counsel District managers, supervisory personnel, and others on interpretation of collective bargaining agreements; conduct in-service training for managers and supervisors on contract provisions as needed.
4. Manage employee relations functions of the District, including counseling of managers, supervisors, and employees on matters concerning all job performance issues and complaints.
5. Manage District job classification program; assure that the classification policies and procedures are consistent with District policies and collective bargaining agreements; supervise the collection of bargaining survey data to recommend bargaining proposals with respect to competitive employment within the local area and community college districts statewide.
6. Manage District compensation activities, including movement of academic personnel based on professional development, faculty promotions, recalculations of salary, over/under payments, educational incentive verification and movement, salary cost-outs requested as part of contract negotiations or the resource allocation formula, retroactive payments, and new and promotional salary placement.
7. Manage the position control system for the District to assure adequate control of the use of authorized positions.
8. Coordinate Americans with Disabilities Act policies and procedures. Work in conjunction with District managers to resolve employee performance issues that require fitness for duty exams.
9. Work closely with Risk Management in implementing compliance with FMLA, PDL, and CFRA regulations.
10. Represent the District in court, at hearings, and on related administrative, personnel, and other committee and commissions appropriate to assigned functional areas; represent the District at appeal hearings resulting from protested claims for unemployment insurance.
11. Counsel District managers, supervisory personnel, and others on the relevance of federal and state laws affecting assigned functional areas.

12. Work closely with other human resource department professionals; coordinate efforts with Legal Services, Policy Office, Risk Management, Employment and Recruitment, Diversity and EEO Compliance, Professional Development and Staff Development, Payroll Services, and Benefits.
13. Recommend and implement new and revised policies and procedures to conduct the District's human resources program. Identify, communicate, and make recommendations regarding trends in human resources.
14. Review and make recommendations regarding proposed personnel actions and re-assignments.
15. Prepare reports on a wide range of human resources subjects for Board presentation and consideration; coordinate and supervise collection and analysis of employment, salary, benefit, and assignment information for personnel reporting purposes.
16. Train, supervise, and evaluate assigned staff; recommend personnel actions including disciplinary action and dismissals.
17. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education Code.
- District organization, operations, and objectives.
- District rules, regulations, policies, and procedures.
- Employee relations techniques and methods.
- Information management techniques, including use of computers to compile and analyze data.
- Laws, practices, and techniques of collective bargaining and employee and labor relations.
- Laws, rules, regulations, and policies related to unemployment insurance; FMLA, PDL, and CFRA; and ADA compliance.
- Oral and written communications skills.
- Practices and techniques of compensation and classification plan administration.
- Principles and practices of administration, supervision, and training.
- Principles and techniques of discipline, grievance handling, mediation, and arbitration.
- Principles and trends of public human resources administration.
- Relevant federal and State legislation.
- Technical aspects of field of specialty.

#### Skills and Abilities:

- Analyze data and information, reason logically, and develop and present alternative solutions effectively both orally and in writing.
- Analyze, interpret, explain, and apply laws, rules, regulations, and contracts.
- Communicate effectively both orally and in writing.
- Conduct in-service training for managers and supervisors on contract provisions.
- Coordinate assigned technical personnel functions with other human resources activities, such as employment, unemployment, FMLA, ADA, workers' compensation, and Diversity and EEO Compliance.
- Counsel managers, supervisors, and employees on matters concerning job performance issues and complaints.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan and administer classification, compensation, collective bargaining, employee relations, labor relations, and other technical personnel functions.

Serve as chief negotiator for assigned collective bargaining processes.  
Train, supervise, and evaluate assigned staff.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree in business or public administration, human resources management, or a related field and six years of progressively responsible experience in human resources management involving collective bargaining, classification, and compensation, preferably in an educational setting or other public agency related to a large and diverse work force.

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.