

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Director, Employee Relations

**Unit:** Management

**Page:** 1 of 2  
**Job Code:** C3002  
**Original Date:** 01/1994  
**Last Revision:** 03/2012  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 16

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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 functions of classification, 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 District-wide 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 function of the District including the 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 the position control information management system for the District; assure adequate control of the use of authorized positions; develop and implement controls for hourly personnel.
7. Represent the District in court, at hearings and on related administrative, personnel and other committee and commissions appropriate to assigned functional areas.
8. Counsel District managers, supervisory personnel and others on the relevance of federal and state laws affecting assigned functional areas.
9. Work closely with other human resource department professionals; coordinate efforts with Legal Services, policy office, Employment and recruitment, Diversity and EEO Compliance, Professional Development and staff development, Payroll Services, and Compensation and Benefits.
10. Recommend and implement new and revised policies and procedures to conduct the District's human resources program.
11. Review and make recommendations regarding proposed personnel actions and re-assignments.
12. Identify, communicate and make recommendations regarding trends in human resources.

13. 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.
14. Perform personnel research and special studies as directed.
15. Train, supervise and evaluate assigned staff; recommend personnel actions including disciplinary actions and dismissals.
16. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Employee relations techniques and methods.  
Information management techniques including use of personal computer to compile and analyze data.  
Laws, practices and techniques of collective bargaining, employee and labor relations.  
Practices and techniques of compensation and classification plan administration.  
Principle and trends of public human resources administration, including employee selection, fair employment practices, collective bargaining, employee relations and diversity and EEO compliance.  
Principles and techniques of discipline, grievance handling, mediation, and arbitration.  
Principles of organization and management.  
Relevant federal and state legislation and District rules, regulations and policies.

#### Skills and Abilities:

Analyze data and information, reason logically and develop alternative solutions effectively both orally and in writing.  
Analyze, interpret and explain laws, rules, regulations and contracts.  
Coordinate assigned technical personnel functions with other human resources activities such as employment, workers' compensation and Diversity and EEO Compliance.  
Plan and administer classification, compensation, employment and other technical personnel functions.  
Serve as chief negotiator for the classified collective bargaining process.  
Train, supervise and evaluate assigned staff.

#### Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in personnel management, public administration or a related field and at least five years personnel management experience involving collective bargaining, classification, and compensation. Four years in a supervisory capacity.

#### 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.