**PERALTA COMMUNITY COLLEGE DISTRICT**



**333 EAST 8TH STREET \* OAKLAND, CA94606-2844**

[**www.peralta.edu**](http://www.peralta.edu/)

BerkeleyCityCollege –College of Alameda –LaneyCollege –MerrittCollege

**CLASSIFIED MANAGEMENT JOB VACANCY**

**DIRECTOR OF HUMAN RESOURCES**

**DISTRICT ADMINISTRATIVE CENTER**

**OAKLAND, CALIFORNIA**

**\*\*OPEN UNTIL FILLED\*\***

**APPLICATIONS MUST BE RECEIVED BY JANUARY 17, 2018 FOR FIRST REVIEW DATE OF JANUARY 18, 2018[[1]](#footnote-2)**

*The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age religion, marital status, sexual orientation, disability or genetic information, gender identity or expression, citizenship status, veterans status, status with regards to public assistance, or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices.*

The Chancellor is pleased to announce the official search process to identify and select a *Director of Human Resources* the District Office. The Peralta Collegesare located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking an individual who will become part of the Chancellor’s team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The District serves six cities in the EastBay. The Peralta Colleges have a reputation for developing effective approaches to serving the varied interests and needs of the community. The District was founded in 1964, serves 29,000 students, and is one of the top community college districts in California in transferring students into the University of California system.

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Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

**THE POSITION**

Under general direction of the Vice Chancellor of Human Resources & Employee Relations, this position is responsible for the leadership, development, and management of personnel policies and practices, including recruitment and employment, classification and compensation, performance management and training, HRIS, and employee relations, as well as all aspects of programs related to professional development. The Director is responsible for assisting the Vice Chancellor, Human Resources & Employee Relations in the management of core human resources functions, including providing direction and support for daily operations, supervising staff, and coordinating with other programs and services related to, or in support of human resources functions. Public contact is extensive, and involves staff, faculty, students, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. The Director of Human Resources supervises and directs the work of professional, paraprofessional, clerical and other staff, and student assistants as assigned.

**DUTIESAND RESPONSIBILITIES**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

* Provides clear articulation of District personnel policies, procedures, collective bargaining agreements, and applicable laws and regulations to staff, faculty, students, vendors, outside educational institutions and businesses, community representatives, and governmental agencies
* Coordinates the day-to-day operations of the Human Resources Department, including recruitment and selection, equal employment opportunity and diversity outreach, compensation and classification, personnel processing, personnel record-keeping, accommodations, personnel policies, employee performance and recognition, and contract administration
* Provides technical direction to managerial, technical/professional, and clerical staff regarding various human resources activities
* Ensures effective and efficient administration of electronic application and database systems, on-boarding procedures, and related functions
* Coordinates and manages the District’s New Employee Orientation Program
* Consults with all levels of District staff and union representatives on human resources issues
* Promotes and implements the District’s Equal Employment Opportunity and Diversity Plans in the administration of Human Resources policies, procedures, services and programs, including recruitment and selection and compliance with ADA and FMLA
* Directs human resources operational functions and activities related to academic employees, including minimum qualifications for faculty and administrative staff, faculty salary step placements, faculty tenure review process, faculty contracts, faculty equivalency requirements, faculty seniority, and other issues as required
* Prepares and submits reports and agenda items for the Peralta Community College District’s Board of Trustees relating to all aspects of the District’s human resources programs
* Provides accurate and consistent application of Education Code and Title 5 human resources requirements across the District
* Provides leadership and oversees employee information collection, analysis and reporting, and supervises the input of data to ensure its integrity and accuracy
* Provides hands-on management of administrative and faculty selection processes, including training of committee members and oversight of the full screening and hiring process
* Supervises and evaluates the performance of Human Resources classified staff and student employees
* In coordination with the Vice Chancellor of Human Resources & Employee Relations, develops and presents innovative and responsive labor negotiation proposals relating to classified and faculty collective bargaining
* Represents Human Resources and the District at a variety of meetings
* Develops, implements, and administers a variety of special projects
* Develops and administers the departmental budget and ensures compliance and effective use of department resources by monitoring and tracking budget expenditures
* Performs classification reviews for classified and supervisory positions, including classification studies, salary survey analysis, and the development of compensation and salary placement recommendations
* Provides oversight for employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations, and maintains the FMLA and family illness database
* Provides guidance and information to classified and academic employees regarding PERS and STRS retirement processing or employment separation, and acts as a resource to District retirees regarding a variety of issues
* Prepares and/or supervises the preparation of a variety of complex reports related to personnel issues, including forecasting budgets for employee and retiree compensation and benefit programs
* Evaluates and assesses the District’s Human Resources Information System (HRIS) to ensure that personnel actions are updated, reporting is accurate and timely, periodic maintenance is conducted, and troubleshooting is conducted, as necessary
* Participates in participatory governance and collaborates on a variety of institutional issues, including employee relations, human resources administration, union relations, new employee programs, collective bargaining agreements, and related human resources topics
* Promotes a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community
* Stays abreast of developments and changes in laws in the compensation, benefits, leaves, and retirement fields, as well as Human Resources field in general
* Performs other duties, as assigned by the Vice Chancellor of Human Resources & Employee Relations

**KNOWLEDGE, SKILLS AND ABILITLIES**

* Demonstrated knowledge of California Education Code, including Title 5, as well as federal and state laws and regulations as they relate to community college human resources functions, labor negotiations, and employee relations
* Knowledge of principles, policies and practices of personnel administration, as it relates to recruitment/selection, position classification, wage and salary administration, employee/labor relations, supervision, training, employee and organizational development, motivation, and conflict resolution
* Knowledge of the Affordable Care Act (ACA), the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) and the Pregnancy Disability Act (PDA)
* Knowledge of HRIS system development and administration, such as PeopleSoft, DataTel and Banner, or other HRIS systems, analysis and research methods, and human resources functions and processes
* Knowledge of leadership, team building, motivation, and conflict resolution principles
* Knowledge of collective bargaining and labor relations in the public sector
* Knowledge of the techniques of budget planning, monitoring, forecasting, and analysis
* Demonstrated ability in communicating effectively with people at various levels within an organization
* Demonstrated ability in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups, and abilities
* Demonstrated ability in supervising and evaluating the work of others
* Demonstrated ability in working with difficult individuals
* Demonstrated ability in conducting complex data comparison, analysis, and synthesis
* Superior skill in written communication
* Superior skill in oral communication, including public speaking
* Demonstrated ability in research, compiling data for formatting, and effectively presenting data for a variety of audiences
* Demonstrated ability to manage projects, put systems in place, and evaluate their effectiveness
* Demonstrated ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines under pressure
* Demonstrated ability to read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures
* Demonstrated ability to think critically and solve problems.
* Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

**MINIMUM QUALIFICATIONS**

* A combination of education and experience equivalent to a Bachelor’s degree, preferably in Human Resources Management, Public Administration, Industrial/Labor Relations, or a closely related field
* Five years’ experience of increasing responsibility in human resources, employee relations, or a related area that demonstrates competencies sufficient to successfully perform the essential functions of the position
* Applicant must have demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty and students.
* Experience with program planning, assessment, implementation, and evaluation
* Experience with supervising the work of others
* Demonstrated skills in written and oral communication, including public speaking
* Demonstrated effective collaborative and relationship building experience with diverse constituents
* Demonstrated skill in the use of a variety of computer software for written materials, reports, and presentations

#### DESIRABLE QUALIFICATIONS

* Possession of a Master’s degree from an accredited college or university in Human Resources Management, Organizational Development, Public Administration, Industrial/Labor Relations, or a closely related field.
* Possession of a Professional in Human Resources (PHR) Certification.

**ENVIRONMENTAL AND PHYSICAL CONDITIONS**

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone.  Constant work around and with other people

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.  Typical physical abilities for this position are:

* Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
* Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
* Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

#### APPLICATION PROCEDURES

1. Visit the Peralta website and click on the “Community” link or go directly to <https://peraltaccd.peopleadmin.com/> and click on the “Search Jobs” link to find this job posting. Should you decide to apply for this position and you have not already established an account, you will be prompted to do so. Your account will give you secure and ongoing access to check on the status of your application for the position. Required documents will include:

* **Current resume of experience, formal education/training and qualifications.**
* **Copies of supporting credentials, if applicable.**
* **Copies of transcripts from fully accredited college or university institutions*.*** *(Copies of diplomas will not substitute for transcripts.) (If hired, it will be required to submit official transcripts from fully accredited college or university institutions.)*
* ***Transcripts must include degree awarded and confer date. Transcripts without this information and online applications without transcripts will be disqualified.***

**Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) (non-U.S. granted degrees) by the application deadline date.**

1. Applications and attachments (resume, cover letter, copies of transcripts, letters of recommendations, etc.) will ONLY be accepted through the online process. WE DO NOT ACCEPT MAILED OR FAXED APPLICATIONS OR ITS ATTACHMENTS.
2. ***Travel expenses for the interview and selection process will be borne by the candidates.***
3. Video conference (Zoom) interviews may be conducted for first-level interviews if the candidate lives in excess of 250 miles from the Peralta Community College District office.

***Appointment to the position is conditional upon the approval of the Board of Trustees.***

### SALARY AND BENEFITS

This is a full-time, twelve-month classified management position. The management annual salary range (3) is $124,655 - $147,319. The maximum initial placement is Step 3 depending on experience.

## FRINGE BENEFITS

The Peralta Colleges proudly offers a competitive and comprehensive core of work-life benefits. Benefit-eligible employees have access to coverage for themselves and eligible dependents:

• Medical coverage. Depending on choice of coverage, you may be required to make a contribution.  
• Dental coverage. Depending on choice of coverage, you may be required to make a contribution.  
• Life insurance of $100,000  
• Long-term disability coverage  
• Employee Assistance Program  
• 22 days/year vacation leave, 12 days/year sick leave, and 18 holidays/year

In addition to your contribution, Peralta pays 13.88% of your salary to the Public Employees Retirement System (PERS).  Effective January 1, 2013, the PEPRA (Public Employees’ Pension Reform Act) went into effect. Changes have been implemented as a result of the adoption of this legislation that impactnew and existing employees enrolled in CalPERS.  A summary of those changes is available at <http://www.calpers.ca.gov/eip-docs/employer/program-services/summary-pension-act.pdf>. For further up to date information on CalPERS retirement eligibility and PEPRA, please visit the website at[www.calpers.ca.gov/](http://www.calpers.ca.gov/). The CalPERS member handbook is available at<http://www.calpers.ca.gov/eip-docs/about/pubs/member/your-benefits-your-future-school-benefits.pdf>.

Other voluntary benefits include:  
• Flexible benefit plan participation in the Medical Reimbursement Plan, Dependent Care Reimbursement Plan (under tax code 125)  
• Pre-tax commuting expenses (under IRS code 132)   
• Tax-deferred plan participation in the 403(b) and 457 plans  
• Credit union membership   
• Prepaid legal plan participation   
• Additional Life Insurance for yourself, spouse or children

* Subject to change.

#### SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the District which include, but are not limited to, the following items:

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees will be given information to have their fingerprints taken at another location.

Immigration Requirement:According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

1. A citizen or national of the United States;
2. An alien lawfully admitted for permanent residence in the United States; or
3. An alien authorized by the U.S. Citizenship and Immigration Serviceto work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy:A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination:Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

#### MISSION STATEMENT

We are a collaborative community of colleges.

* Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region’s human, economic, environmental, and social development.
* We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives.
* Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Fair Employment and Housing Act and the Americans with Disabilities Act, requests for Reasonable Accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.

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(12/15/17)

1. *Appointment to this position is subject to availability of funds. See important detailed application procedures.* [↑](#footnote-ref-2)