

**Director, Human Resources**  
**Human Resources – FT/12 Mo**  
**CLASSIFIED MANAGEMENT OPEN AND PROMOTIONAL OPPORTUNITY**

A message from Dr. Anthony E. Beebe, Superintendent/President, Santa Barbara City College -

Santa Barbara City College has created a unique academic culture, which has been recognized with numerous accolades and awards. This includes the 2013 Aspen Award for Community College Excellence in, among other things, increased levels of access and success for marginalized and low-income students.

I highlight to you the profound commitment the College has to academic excellence, diversity, equity, and inclusion among our faculty, staff, and students. As a community, we believe that diversity comes in many forms. We understand that individuals are multidimensional, shaped by the intersections of a variety of life experiences and factors. We recognize and challenge the inequities that stem from the complex world in which we live and embrace the many facets of people that make up our wonderful College.

Consequently, we seek College employees who will take responsibility for equitable outcomes and successful pathways for our students. We seek new staff and faculty to join our community and embrace our commitments.

**Vision Statement:**

Santa Barbara City College strives to build a socially conscious community where knowledge and respect empower individuals to transform our world.

**Mission Statement:**

As a public community college dedicated to the success of each student...

Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.

**College Facts (as of Fall 2017)**

- Instruction, administrative, and support services are provided by 244 full-time faculty, 532 adjunct faculty, 244 School of Extended Learning faculty, and 357 full-time staff and management.
- Santa Barbara City College currently enrolls approximately 17,457 students, the majority of whom are from racially diverse populations as follows: African American/Black – 3.3%; American Indian/Alaskan Native: 0.4%; Asian/Filipino/Pacific Islander- 8.3%; Hispanic/Latinx – 39.8%; two or more races – 4.4%; Unknown – 1.9% and White: 41.5%.
- 31.6% of SBCC's students are under age 19, 32% are between the ages 20 and 24, 22% are between the ages of 25 and 39, and 14.4% are 40 or older.
- 33.2% of SBCC's students attend full time (12 units or more), and 66.8% of SBCC students attend part-time.
- In 2009, SBCC gained the status of Hispanic Serving Institution, which among other benefits, made us eligible to apply for federal grants geared toward strengthening institutional capacity and building programs to increase the success of Hispanic and other underrepresented students.
- The College recently adopted the Umoja program, a transfer success program geared toward African-American and other black students.

**ANNOUNCEMENT OF POSITION**

**PLEASE APPLY AT: <http://apptrkr.com/1377253>**

**WE NO LONGER ACCEPT PAPER APPLICATIONS**

**PLEASE CIRCULATE AND POST THIS ANNOUNCEMENT**

Nine step salary range, initial placement customarily at first step with annual advancement to the next higher step. 40 hours per week, 12 months per year, plus fringe benefits; 12 month probation period. All work schedules and work assignments are subject to change based on the needs of the College.

**SALARY RANGE: \$108,236 - \$122,438/ Annually (Management/Supervisory Salary Schedule)  
(Nine step Salary Range continues to a maximum of \$131,831)**

**WORKING HOURS: Monday –Friday 8:00 am – 4:30 pm**

**PLEASE APPLY AT:** <http://apptrkr.com/1377253>

**ONLINE APPLICATION MUST BE RECEIVED BY: Thursday, February 21, 2019**

Online applications must be received by 11:59 p.m. PST on the closing date.

(Interviews by Invitation Only)

**BASIC FUNCTION:**

Under the direction of the Vice President, Human Resources, provide leadership in the core areas of human resources management; plan, organize, control and direct daily human resources operations and activities including directing the maintenance of the Enterprise Resource Planning (ERP) system, employer-employee relations, employee benefits, recruitment and retention, classification and compensation functions; policy development, and human resources mandates; coordinate and direct staff, programs, record-keeping, communications and information to meet the college-wide human resources needs and assure smooth and efficient activities; and supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Lead, plan, organize, and direct human resources daily operations and activities including directing the maintenance of the ERP system, employee-employee relations, recruitment and retention, short- and long-term staffing planning, academic and classified human resources management, employee benefits, classification and compensation functions; and assure personnel activities comply with established personnel standards, federal, state, and local laws, and policies and procedures.

Direct and coordinate communications, services, personnel, and information to meet college-wide needs related to human resources and assure smooth and efficient operations; oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events, activities and objectives related to short- and long-term college-wide human resource planning.

Provide leadership, guidance and evaluation of the Human Resources operations and activities to facilitate and enhance recruitment, retention and success among the District workforce; establish and maintain departmental related time lines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Provide leadership in the human resources functions related to equal employment opportunity, equity-centered human resources practices, and employee diversity, equity, inclusion, and retention in alignment with Title 5 regulations.

Provide leadership in the implementation of the District's Equal Employment Opportunity Plan to direct and coordinate the professional development activities prescribed by the Plan and actively participate on the Equal Employment Opportunity Advisory Committee (EEOAC).

Plan, organize, control and direct activities related to human resources; and coordinate and direct the planning, scheduling, development and implementation of related special events and activities.

Monitor and evaluate operations and activities related to human resources for a student-centered approach, financial effectiveness, and operational efficiency; respond to administrative, staff and public input concerning related needs; direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the college.

Coordinate and direct staff, programs, record-keeping, communications and information to meet college-wide human resources needs and assure smooth and efficient activities; assure proper and timely resolution of a variety of human resources and issues and personnel matters and conflicts with discretion and confidentiality.

Serve as representative for human resources; direct consultation and advisement services to provide student employees, personnel, administrators, outside agencies and the public with technical assistance and information concerning department programs and functions; direct and participate in responding to inquiries and providing detailed and technical information concerning human resources standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

Coordinates the development of the human resources master calendar.

Assist with the development and preparation of the annual preliminary budget and program review for the department, programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Provide consultation to administrators, staff, the public and others concerning human resources operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide technical information concerning labor relations, recruitment, evaluations, benefits, faculty minimum qualifications administration, contracts and personnel guidelines, laws, regulations and policies.

Confer and collaborate with employees, supervisors, administrators, employee groups and others in meeting personnel and staffing needs and resolving grievances, appeals and other employee relations issues and problems; direct the preparation, processing and distribution of departmental forms and correspondence.

Plan, organize and direct the recruitment, interviewing, selection and placement of personnel; oversee the preparation of job announcements for job openings; the advertisement in various media including newspapers and the internet; and ensure the processing and orientation of new employee is aligned with mission, vision, and priorities of the college.

Research, interpret, analyze and provide technical assistance concerning the Education Code, employee group agreements, and related laws, policies and procedures; participate in the development and implementation of human resources programs, services, policies and procedures.

Direct and participate in the screening of employee applications to assure candidates meet minimum qualifications; oversee and participate in the conducting of interviews to determine eligibility of candidates; direct and participate in the analysis and accepting or rejecting of job applicants.

Provide direction to assigned staff in the administration of employee benefits programs and activities to assure eligible employees receive appropriate insurance, leave and other related compensation; confer with staff and insurance providers to align benefits with employee needs and resolve discrepancies as needed.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to human resources, programs, services, budgets, financial activity, employees, benefits, recruitment, compensations, job openings, and assigned activities.

Provide technical information and assistance in matters related to collective bargaining as directed; assure human resources functions comply with collective bargaining agreements.

Plan, organize and conduct classification, reclassification, salary and other personnel studies as requested; compile and analyze related information and statistical data; prepare and revise job descriptions, and provide salary recommendations as necessary.

Provide technical information and assistance to the Vice President, Human Resource regarding personnel activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee, direct, and participate in the development and maintenance of the human resources Enterprise Resource Planning (ERP) system, and automated and digital employee records and files.

Attend and conduct various meetings as assigned; prepare and distribute agenda items as directed; attend and participate in various committees.

Serve as the Vice President-Human Resources in the absence of the administrator as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Diverse academic, socioeconomic, cultural, ethnic, and other varying attributes of community college students.

Enterprise Resource Planning (ERP) systems

Planning, organization and direction of human resources operations and activities including employer-employee relations, employee benefits, recruitment, classification and compensation functions.

Principles, laws, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified employees.

Common occupations and their requirements.

Faculty minimum qualification requirements

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts, employee benefit packages and salary schedules.

California Ed code and Title 5 requirements, and other federal, state, and local laws relating to personnel activities.

Policies and objectives of assigned programs and activities.

College organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Effectively work in a cultural rich and diverse environment and embrace equity-minded practices in human resources that impact teaching and learning.

Maximize efficiency in human resources practices and the College's ERP system.

Plan, organize, control and direct classified human resources operations and activities including labor relations, employee benefits, recruitment, classification and compensation functions.

Coordinate and direct staff, programs, record-keeping, communications and information to meet the classified personnel needs of the College and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Provide consultation to administrators, staff, the public and others concerning classified human resources operations, standards, requirements, practices and procedures.

Plan, organize and conduct classification, reclassification, salary and other personnel studies.

Direct and participate in the recruitment, interviewing, selection and placement of personnel.

Assure proper and timely resolution of personnel issues and conflicts with discretion and confidentiality.

Provide technical information and assistance in matters related to collective bargaining. Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of Community College Students.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree in human resources, industrial psychology, business administration or related field and three years of increasingly responsible human resources experience including employer-employee relations, recruitment, classification and compensation functions.

**DESIRED QUALIFICATIONS:**

Experience working in K-12 or community college setting. Experience in human resources functions including recruitment, assessing of minimum qualifications, and principles of human resources in the area of classified and faculty recruitment and retention.

A Master's degree in industrial psychology, business management, or closely related field.

Successful experience working in institutions that serve a diverse population.

Completion of an Association of California Community College Association (ACCCA) or Association of Chief Human Resources Officials (ACHRO) Academy or other related Personnel Management Institute.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Regular operation of a computer keyboard, calculator, and other normal laboratory and office equipment.

Seeing to view a computer monitor.  
Reading a variety of complex materials.  
Ability to remain in a stationary position (sitting or standing) for extended periods of time.  
Communicating and expressing oneself clearly on a variety of educational topics in conversation with, and presentations to, staff, students, and members of the community.  
Monitor student activities.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching.  
Mobility to reach various campus locations.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing or pulling objects as assigned by the position.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information and make presentations.

**GENERAL REQUIREMENTS (Upon Offer of Employment):**

- The selected candidate must be fingerprinted and tested for tuberculosis prior to the start of employment.
- The Immigration Reform and Control Act of 1986 requires verification of identity and the right to work in the United States.
- Selected candidate must be able to perform essential functions of the position with or without reasonable accommodations.
- Proof of college coursework or degrees indicated will be required of selected candidate.
- All offers of employment are subject to approval by the Board of Trustees.

**BENEFITS:**

- The District offers a cafeteria style plan in which employees are given a district allowance and may choose from a number of medical and dental plans. Life and income protection insurances are also available.
- Vacation days (based on assigned hours) are earned and accumulated on a monthly basis.
- Sick leave is earned at the rate of one day (based on the number of assigned hours) per month, and is accumulative from year to year.
- Holidays: 15 holidays per year.
- Credit Union: The Santa Barbara Teachers Federal Credit Union offers a variety of services.
- Retirement: Employees, who work 20 or more hours per week, are covered by the Public Employees Retirement System (PERS), Social Security, and Medicare.

**APPLICATION PROCESS**

Apply online at <http://apptrkr.com/1377253>. We no longer accept paper applications. Assistance with the online application process is available on campus at the Human Resources office, 721 Cliff Drive, SS-230, Monday-Thursday: 8:00 a.m. – 4:00 p.m., Friday 8:00 a.m. – 12:30 p.m., or by phone (805) 965-0581 ext. 2258. Resumes are not accepted in lieu of SBCC online application. Online applications must be received by 11:59 p.m. on the closing date.

**Additional Instructions:**

Within the online application is a required supplemental question on diversity. The committee will be reviewing your answer as part of the screening process. Please take your time and answer the question thoroughly.

**ACCOMMODATION FOR THE DISABLED:** If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call the Human Resources Office.

**SBCC is an equal opportunity employer committed to nondiscrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.**

**- EQUAL OPPORTUNITY - TITLE IX EMPLOYER**

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