

Vice President, Human Resources

Salary

\$10,940.00 - \$18,327.00 Monthly

Location

Glendale, CA

Job Type

Classified Management

Department

Office of Superintendent - President

Job Number

675018

Closing

3/26/2019 5:00 PM Pacific

Description

Serves as the Chief Human Resources Officer (CHRO) for the District and is responsible for providing leadership, planning, development, and administration of the District's comprehensive human resources programs, including administration of bargaining unit contracts, negotiations for the faculty and classified contracts, health benefits administration, equal employment opportunity and diversity, recruitment and selection, pre-employment testing, classification, compensation, employee relations, performance evaluation, discipline, workers' compensation, employee safety, leaves of absence, staff development, human resources information management, and legal compliance. Advises the Superintendent/President and others on all human resources matters. Serves as the District's EEO Officer. Serves as a member of the Superintendent/President's cabinet and administrative executive team.

SUPERVISION RECEIVED AND PROVIDED

Supervision is received by the Superintendent/President.

Provides leadership, support, and supervision for the Human Resources staff.

START DATE:

July 1, 2019

Examples of Duties

1. Develops for college action, reviews, revises, and implements a comprehensive written human resources plan which includes an equal employment opportunity plan, diversity plan, staff development plan, employee safety plan, staffing plan, annual program review, and human resources goals and strategies to achieve those goals consistent with the District's mission statement, Educational Master Plan, accreditation standards, and other district plans.
2. Develops for college action, reviews, revises, and implements Board policies, administrative regulations, and practices related to district human resources and implements improvements to achieve continuous quality improvement in human resources services.
3. Ensures the District's human resources programs are compliant with the District's collective bargaining agreements, Board policies and administrative regulations, and all federal, state, and local laws and regulations including, but not limited to California Education Code and California Code of Regulations Title 5.

4. Provides oversight and direction of the District's employee recruitment and selection procedures, including processes to ensure: equal employment opportunity and diversity in the appointment, promotion, and reassignment of district faculty, staff, and administration; evaluation of the effectiveness of the District's hiring policies and procedures within the context of EEO and diversity; pre-employment testing tests are job-related, valid and reliable; employees meet the minimum qualifications established for each position; and Faculty Service Areas (FSAs) are in place.
5. Administers and provides oversight of the District's comprehensive compensation and classification structures. Ensures job descriptions are current. Oversees processes for determining reclassification and temporary out of class assignments. Conducts classification and compensation related studies.
6. Provides leadership, direction, and support in collective bargaining negotiations, serving as, or coordinating with, the chief negotiator for the District in negotiations with the faculty and classified bargaining units, communicating changes to collective bargaining agreements to district managers and human resources staff, ensuring compliance with the collective bargaining agreements, assuring collective bargaining agreements are on the District's website, and processing and responding to grievances.
7. Administers and provides oversight of the timely performance evaluation of the District's faculty, staff, and administration. Trains managers and staff on the performance evaluation processes. Notifies supervisors of evaluation due dates. Facilitates faculty evaluation committee process.
8. Oversees employee discipline process, assisting managers in development of performance improvement plans, implementing district's progressive discipline processes including verbal and written reprimands, suspensions, demotions, involuntary transfers, and dismissals, and representing the District at discipline related hearings.
9. Provides leadership and oversight for the District's staff orientation and staff development programs: determines District's training needs, works with managers to develop and implement a staff development plan for all employees; and trains managers in interpreting and applying the District's collective bargaining agreements, Board policies, administrative regulations, and relevant federal, state, and local laws.
10. Administers and provides oversight of the District's workers' compensation and employee safety programs. Represents the District to the Joint Powers Authority (SLIM JPA). Analyzes data to develop and implement employee safety programs to reduce frequency and severity of work-related injuries and illnesses.
11. Administers and provides oversight for employee leaves of absence ensuring compliance with all federal, state, and local laws and regulations, district Board policies and administrative regulations, and the bargaining unit contracts.
12. Provides oversight for the effective and efficient management of the human resources information systems. Ensures that information is accurate and secure. Maintains position control function.
13. Administers and provides oversight of periodic sexual harassment training as required by AB 1825.
14. Provides oversight for the preparation of a variety of complex reports including, but not limited to, reports related to staff data, state diversity budget expenditures, full-time faculty obligation, and staff development and human resources budget allocations. Ensures reports are accurate and reporting deadlines are met.
15. Plans, develops, and administers human resources and staff development budgets. Monitors and controls related budget expenditures. Oversees use of state diversity funds.

16. Serves as custodian of District personnel records. Maintains human resources records, files reports and data as required by federal, state, and local laws and regulations, collective bargaining agreements, and Board policies and administrative regulations. Develops appropriate records storage and retention systems.
17. Receives, investigates, and responds to EEO, discrimination, sexual harassment, and other employee complaints in a thorough and timely manner. Works with legal counsel as needed
18. Responds to subpoenas and public information requests.
19. Oversees management of unemployment claims.
20. Maintains current knowledge of best practices and relevant laws, rules, and regulations relating to human resources and uses such in the development and implementation of human resources programs and services.
21. Trains, supervises, evaluates, and directs the work of human resources staff.
22. Administers human resources programs utilizing the principles of shared governance. Serves on and/or chairs shared governance and other committees and task forces.
23. Provides advice and counsel to the Superintendent/President, District administrators, and other District employees on human resources matters.
24. Attends Board of Trustees meetings, providing information to the Board as requested. Is responsible for the preparation of the personnel schedule and other human resources related Board items. Attends closed session meetings as invited by the Board of Trustees.
25. Collaborates with internal and external personnel (e.g. other administrators, auditors, attorneys, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
26. Performs other related duties as assigned.

Minimum Qualifications

1. A Master's Degree from an accredited college or university is required.
2. At least five years of progressively responsible experience related to the field of human resources.

Desired Qualifications

1. Five or more years of human resources management experience in higher education.
2. Experience as a chief negotiator in public school collective bargaining.
3. Prior human resources experience in a California community college.
4. A Doctorate degree from an accredited college or university in law or with a major in Public Administration, Business Administration or a closely related field.
5. Senior Professional in Human Resources (SPHR) or Professional In Human Resources (PHR) certificate.

Position Requires Knowledge of:

1. Laws, rules and regulations pertaining to human resources in the California Community College System.
2. Principles and practices of management, supervision and training.
3. Principles, practices and trends in human resource management for public employers.

4. Wage and hour administration.
5. Human Resources information systems, database applications and related software systems. Word processing, spreadsheet, presentation, database and other software programs used in managing human resources information.

Position Requires Ability to:

1. Select, develop, manage and evaluate staff.
2. Establish goals and strategic plans with identifiable outcomes and measures.
3. Communicate effectively both orally and in writing.
4. Analyze, interpret and explain laws, policies, labor contracts, rules, and regulations.
5. Develop and manage a budget.
6. Compile and present narrative and statistical reports in a concise and comprehensive manner.
7. Collaborate with college leadership to define comprehensive staff development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the District.
8. Effectively negotiate and manage labor contracts.
9. Exercise critical and independent decision making when resolving confidential, difficult situations.
10. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students, faculty, staff, and administration.
11. Serve as a strategic partner with the District's administration, the Board of Trustees, faculty, and staff to meet the District's mission, objectives, vision, and values

Additional Information

Salary

STARTING SALARY IS FROM \$10,940.00 to \$18,327.00 MONTHLY, PLACEMENT NEGOTIABLE DEPENDING UPON EDUCATION AND EXPERIENCE. Fringe benefits, which are subject to change pursuant to negotiations under Section 3500 of the California Government Code, are presently provided and include family and domestic partner medical and dental, two-party vision plan, and employee life insurance.

Application Process

This position requires the following documents to be attached to your online application in order to be considered:

- **-Current resume**
- **-Cover letter** that addresses minimum and desirable qualifications

- **-Transcripts** showing all post-secondary course work and completion of required degree(s) must be submitted. Unofficial transcripts will be accepted only during the application process. Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- **-Three References** please provide names, telephone numbers, and e-mail address for each reference.

Please note: All required documentation must be attached to the online application by the applicant by the closing date. Additional documents not requested in the announcement, will not be reviewed.

Your application and any required attachments must be submitted by **Tuesday, March 26, 2019 at 5:00 p.m.** Applications with incomplete information (i.e. statements such as - see resume) or missing documents

will not be considered. If you have additional questions please call 818-240-1000 ext. 3135.

Selection Process

All completed applications and application materials will be screened to ensure that the minimum requirements stated in the job announcement are met. Those candidates who meet the minimum qualifications and possess the highest degree of desired job-related qualifications will be invited to the college for an interview at their own expense. The College President will make the final recommendation to the Governing Board of Glendale Community College.

All candidates will be notified by email of their final disposition in the selection process.

This position is offered contingent upon funding. The district reserves the right to extend, withdraw, and/or reopen this position at any time.

About the College

Glendale Community College (GCC) is nestled in the foothills of the San Rafael Mountains, centrally located at the intersection of three major freeways, just ten miles from downtown Los Angeles. Glendale is affectionately known as Jewel City, one of the fastest growing communities in the Southern California region. A vibrant hub of economic activity and cultural diversity; it is an exciting place to work and live!

GCC is recognized throughout the state as a model of shared governance and collegiality. Known for excellence and rigor, we have one of the highest transfer rates to the UC system and other California four-year colleges. Additionally, the college offers a broad range of vocational programs and takes pride in providing outstanding student services and curriculum to help prepare students for success in the 21st Century. GCC is committed to maintaining an environment which provides opportunities to individuals with a wide variety of talents, experiences, perspectives, and backgrounds. We believe in the importance of diversity amongst our faculty, staff, and student population to better serve the college and surrounding communities.

Equal Employment Opportunity

Glendale Community College District provides all applicants for district employment with equal employment opportunities and provides present employees with training, compensation, promotion, and all other attributes of employment without regard to a person's race, religious creed, color, age, sex, national origin, veterans' status, ancestry, marital status, sexual orientation, medical condition, gender identity or disability.

Accommodations

Applicants who require a reasonable accommodation for the application, testing or interviewing processes should contact the Human Resources Department at the time of application submission.

Thank you for your interest in employment opportunities with Glendale Community College.

BOARD OF TRUSTEES

**Dr. Armine G. Hacopian, Dr. Vahe Peroomian, Ann H. Ransford, Anthony P. Tartaglia and
Yvette Vartanian Davis**

Glendale Community College offers an outstanding benefits package including retirement benefits, full medical, dental, and vision coverage for employees and their families as well as life insurance.

01

I have attached my cover letter. If you have not, please return to your application and attach your documents.

- Yes
- No

02

I have attached my resume. If you have not, please return to your application and attach your resume.

- Yes
- No

03

I have attached my transcripts showing the required degree. Unofficial transcripts will be accepted only during the application process. Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application. If you have not attached your transcripts, please return to your application.

- Yes
- No

04

I understand that my application will be considered incomplete if any required sections of the application are not completed and/or if any documents that are required are not attached to my online application by the closing date.

- Yes
- No

05

I have completed all sections of the application including references. (Statements such as "see resume" will not be acceptable.)

- Yes
- No

06

I have attached a list of three (3) references that can attest to my professional experience. If you have not, please return to the application and attach the list of references.

- Yes
- No

Required Question

Agency

Glendale Community College

Address

1500 N. Verdugo Road

Glendale, California, 91208

Phone

818-240-1000 x5921

Website

<http://www.glendale.edu>