

PLEASE APPLY AT: <https://jobs.sbccc.edu>

ONLINE APPLICATION MUST BE RECEIVED BY: January 31, 2020

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, plan, organize, control and direct daily human resources operations and activities including employer-employee relations, employee benefits, recruitment, classification and compensation functions; coordinate and direct staff, programs, record-keeping, communications and information to meet the human resources needs of the College and assure smooth and efficient activities; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, and direct human resources daily operations and activities including employee- employee relations, recruitment and retention, academic and classified human resources management, employee benefits, classification and compensation functions; and assure personnel activities comply with established personnel standards, 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).

Coordinate and direct staff, programs, record-keeping, communications and information to meet the college's 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.

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 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.

Monitor and evaluate human resources activities for financial effectiveness and operational efficiency; participate in the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of human resources activities.

Participate in the development of the annual preliminary Human Resources budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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 and participate in the development and maintenance of the human resources database including automated 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.

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

Principles, 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 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.

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.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in human resources, business administration or related field and five 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 academic human resources functions including recruitment, assessing of minimum qualifications, and principles of human resources in the area of faculty recruitment and retention.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

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 <https://jobs.sbcc.edu>. We no longer accept paper applications. Assistance with the online application process is available on campus at the Human Resources office, 721 Cliff Drive, ECOC-3, 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 Applicants with Disabilities:

If you are selected for an interview and need special services or facilities to participate in the interview, please contact Human Resources. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

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

JOB# 12/19