



MONTEREY PENINSULA COLLEGE
invites applications for the position of:

Chief Human Resources & Employee Relations Officer

SALARY: \$137,124.00 - \$155,244.00 Annually

OPENING DATE: 02/11/20

CLOSING DATE: Continuous

DESCRIPTION:

Open until filled. To ensure consideration, please submit an application by the priority screening date, APRIL 2, 2020 at 5:00 p.m.

ABOUT THE COLLEGE

Monterey Peninsula College (MPC) is located on the beautiful central coast of California, approximately 120 miles south of San Francisco. The cities of Carmel, Del Rey Oaks, Marina, Monterey, Pacific Grove, Sand City, Seaside and the unincorporated areas commonly known as Big Sur, Carmel Valley and Pebble Beach are all served by the district. Monterey Peninsula is known as a world-class destination and the many attractions of the area include an incomparable coastline, numerous state parks, the historical district of Monterey, Monterey Bay Aquarium, and several of the most famous golf courses in the world.

Monterey Peninsula College (MPC) is a fully accredited California public community college. With an open admissions policy, the college is known for the excellence of its academic programs and student support services. The college has been recognized as a top military friendly school.

MPC serves approximately 13,000 students, MPC's comprehensive curriculum and student services are designed to meet the needs of a diverse student body and include transfer, career and technical education, basic skills, and continuing education offerings.

JOB SUMMARY

The Chief Human Resources & Employee Relations Officer is the Senior Administrator of the Office of Human Resources and reports directly to the Superintendent/President. The Chief Human Resources & Employee Relations Officer plans, organizes, coordinates, directs, and evaluates the District's comprehensive human resources management and employee relations programs and services for all employees in accordance with federal, state and regional laws, regulations, policies and procedures. The Chief Human Resources & Employee Relations Officer is the designated Equal Employment Officer, Title IX Coordinator, and serves as a member of the President's Cabinet. This position is designated as a Classified Administrator.

EXAMPLE OF DUTIES:

EXAMPLES OF FUNCTIONS

Essential Functions

Plan, oversee, and direct the operations of the Office of Human Resources to provide a wide range of human resources services and practices in compliance with Federal, State, and regional laws, regulations, policies and procedures. Evaluate, recommend, and update policies, procedures, and practices to provide efficient and customer oriented services.

Serve as a member of President's Cabinet and collaborate with administrators to consult and provide expertise in a wide range of human resources related matters to effectively support the mission of the college.

Provide information and technical expertise to all employees and the public concerning human resources operations and practices, including labor and employee relations, evaluations, recruitment and hiring, classification systems, benefits, compensation, laws and regulations.

Serve as the District's Equal Employment Opportunity (EEO) Officer and Title IX Coordinator. Investigate or administer the investigations of complaints alleging unlawful discrimination for employees, students, and job applicants based on federal, state, and regional laws and regulations. Oversee the resolution of complaints and refer findings for consideration for student and/or employee discipline, as appropriate.

Plan and coordinate the recruitment and selection of all District employees according to established policies and procedures. Develop, monitor, and evaluate practices to ensure EEO and diversity in the appointment, promotion, transfer, reassignment, retention, and termination of all employees assuring the fair and consistent interpretation and application of policies and procedures. Develop and oversee the employee onboarding program.

Plan, advise, and chair the meetings of the EEO Advisory Committee consisting of employees, community members, and student representatives; promote and implement the EEO Plan and related board policies and procedures. Consult with and seek the input from committee members regarding a wide range of human resources and diversity practices and programs. Direct the compilation and analysis of recruitment and selection data to prepare reports. Oversee and monitor the EEO budget and reporting according to regulations.

Develop and maintain a comprehensive classification plan for positions in the District; direct or conduct studies related to compensation, benefits, and classification of positions; update job descriptions and make recommendations for new positions.

Lead collective bargaining negotiations with employee organizations as a member of the District's team; prepare Memorandums of Understanding and labor agreements; facilitate the distribution of such documents; interpret and administer the collective bargaining agreements; mediate and facilitate the resolution of complaints and grievances; respond to and address employee and labor relations issues, concerns, and interests; develop and promote practices to maintain positive employee relations.

Direct the administration of the employee health and welfare benefits and worker's compensation programs. Oversee the administration of the Americans with Disabilities Act Amendments Act (ADAAA) for employees and applicants, including facilitating accommodations for job applicants and employees. Administer federal and state laws associated with employee benefits and leaves.

Oversee the performance and evaluation of all employees; coordinate the dissemination and completion of evaluations; ensure compliance with laws, policies and procedures.

Provide training and professional development to employees and administrators on a one-to-one, small group, and large group basis. Assist supervisors, managers, and administrators to develop the competencies required to effectively perform supervision, management, and leadership responsibilities. Oversee the coordination of mandatory trainings for employees.

Develop and oversee the annual budget for the Office of Human Resources. Review, analyze, and make recommendations on budget and financial data; monitor and authorize expenditures ensuring that documentation is in accordance with purchasing policies and procedures.

Provide consultation to supervisors regarding employee conflict and resolution. Assess performance issues and recommend appropriate actions and responses. Administer the progressive discipline process including reprimands, suspensions, demotions, and dismissals according to laws, policies, procedures, and the collective bargaining agreements.

Coordinate and oversee employee data collection, management, and mandatory reporting. Analyze data to assess the effectiveness of practices and operations and in planning future initiatives. Oversee the maintenance of employee records and ensure the confidentiality of sensitive and private information.

Select, supervise, assign, train, evaluate, and counsel the performance of direct subordinates; provide professional development opportunities. Develop and foster a positive and respectful team environment to provide high levels of customer service and to support student success and the mission of the District.

Oversee and prepare items for the Governing Board meetings for information and approval. Provide technical expertise, information and assistance to the Superintendent/President at meetings. Prepare written and oral reports and presentations. Participate in and attend District and regional meetings.

Maintain knowledge of current ideas, trends, laws, regulations, guidelines, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.

Other Duties:

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EMPLOYMENT STANDARDS

Education & Experience

Master's degree from an accredited institution in human resources management, organizational development, public administration, business administration or related field.

In lieu of a Master's degree, a Bachelor's degree in a field listed above and additional years of experience in human resources and/or supervisory/lead experience may be considered.

Three (3) years of recent and successful experience in human resources, including recruitment, classification, human resources information systems, and/or employee and labor relations.

One (1) year of supervisory or lead experience in human resources.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

Licenses and other Requirements

Possession of, or ability to obtain prior to employment, a valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

Desirable: Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PRH) certification or other related professional human resources certification.

Knowledge:

Knowledge of: Current trends, practices, techniques, and methods of human resources administration in the public sector including recruitment, classification, compensation and benefits, evaluation, and information systems; labor and employee relations including principles and practices of interest based and collective bargaining; applicable state and federal laws and regulations including California Education Code and Code of Regulations, civil rights, EEO, Title IX, Clery, ADAAA, and collective bargaining; methods of management, supervision, evaluation, and training; budget preparation and expenditure control; record keeping, data collection, and report preparation methods to ensure information is accurately secured, reported, and presented in a timely manner; current computer operating systems, software applications, applicant tracking systems; and human resources information systems; methods and practices of investigations and report writing; principles of leadership, team building, motivation, mediation and conflict resolution; participatory governance and collective decision making; the diverse backgrounds of community college students and employees; and the mission, goals, and vision of California community colleges.

Abilities

Ability to: Develop, evaluate, and recommend policies and procedures in support of an effective human resources administration and the mission of the District; analyze problems, identify alternative solutions, project consequences of proposed action and implement recommendations in support of objective; prioritize and direct work to meet deadlines; communicate clearly, concisely and effectively, both orally and in writing with diverse constituencies; develop and maintain effective working relationships with college administrators, faculty, staff, students, and community members; collect and analyze data to prepare comprehensive, concise reports and recommendations; oversee and recommend budget preparation and expenditures; prepare and make effective presentations; demonstrate possession of strong organizational and leadership skills; learn applicable federal and state laws, regulations, policies, and procedures; exercise tact, diplomacy and confidentiality when interacting with sensitive and complex issues, situations, and records; encourage professional excellence among the staff and promote an organizational culture of service and innovation; select, train, supervise, and evaluate the performance of assigned personnel; operate computers and their peripherals; operate a variety of office equipment including a computer; utilize word processing, spreadsheets, email, online calendaring and data entry and retrieval from database programs;

demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability, and gender diversity of students and employees attending and working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Office environment and constant interruptions, extended periods of sitting with occasional standing and walking; bend at the waist, push, pull and periodic handling of lightweight parcels up to 15 pounds. Requires some evening and weekend responsibilities.

DESIRABLE QUALIFICATIONS

- Knowledge of Federal and State laws including CA Ed Code and Title 5
- Knowledge of Title IX, Americans with Disabilities Act, and California Department of Fair Employment and Housing (DFEH) regulations
- Increasingly responsible experience in professional human resources management in a public agency
- Experience working with union represented employees
- Effective written and oral communication skills

WORK SCHEDULE / SUPPLEMENTAL INFORMATION:

How to Apply

Visit www.mpc.edu/employment and select "Full Time Faculty/Administrator." Here you will find the announcement and the "apply" button in the upper right hand corner. You will be asked to log-in or create a new user account.

- A completed **application**, including the required diversity statement.
- A **cover letter** addressing professional experience, desirable qualifications and interest in the position.
- A current **resume** including educational background, professional experience, professional activities, and any other experience pertinent to the position and how it makes you a viable candidate.
- Copies of **unofficial transcripts** from all institutions of higher education attended and other certificates as applicable.

Only items listed above will be reviewed by the screening committee. Human Resources does not accept additional materials. Additional items, if included, will not be forwarded to the selection committee. If you are a finalist, HR will request any reference information that is required.

Conditions of Employment

Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. Prior to employment, the selected candidate will be required to complete the following. All new employees are required to submit official transcripts, Risk Assessment or verification of a negative TB exam, proof of fingerprints taken via Live Scan to the Department of Justice, and proof of eligibility to work in the United States. Offers of employment are contingent upon Governing Board approval.

The District is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the District is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Our Educational and Community Partners

A number of other institutions cooperate with Monterey Peninsula College in serving the postsecondary education demands of the Monterey Peninsula. Among those are California State University, Monterey Bay, Hopkins Marine Station of Stanford University, the Defense Language Institute, Middlebury Institute of International Studies, Monterey College of Law, and the Naval Postgraduate School. The College also enjoys a collaborative relationship with the Monterey County Business Council and the Monterey County Workforce Investment Board.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mpc.edu/employment>

Position #2018-00190
CHIEF HUMAN RESOURCES & EMPLOYEE RELATIONS OFFICER
SS

980 Fremont St
Monterey, CA 93940
831-646-4016
