



FOOTHILL-DE ANZA
Community College District

TITLE: Vice Chancellor, Human Resources and Equal Opportunity
JOB #: 20-030 (req259)
CLOSE DATE: 11:59 PM on Monday, February 22, 2021
CAMPUS: Central Services
DEPT: Human Resources & Equal Opportunity
SALARY GRADE: A1-12
FULL SALARY RANGE: \$174,309.81 to \$245,274.13 annually*

*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$174,309.81- \$192,173.94 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

Initial Review Date: 2/22/21**

**Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

ABOUT THE DISTRICT

Foothill-De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:

The mission of the Foothill–De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

JOB SUMMARY:

The Foothill-De Anza Community College District is seeking a seasoned, visionary individual to lead the district's Human Resources Division. The district is looking for a leader who can move us beyond compliance to an anti-racist and empowerment model of human resources. The successful candidate will have a track record demonstrating dedication to the principles of diversity, equity, and inclusion as well as maintaining positive and productive relationships with collective bargaining leaders.

POSITION PURPOSE, NATURE, and SCOPE:

Under the leadership of the Chancellor and in accordance with the student success, equity, and empowerment goals of the district, the Vice Chancellor plans, organizes, directs, administers, reviews, and evaluates districtwide Human Resources programs, including collective bargaining, grievance administration, academic and classified employment, classification, compensation, leadership and staff development, diversity/Equal Opportunity programs, benefits, retirement, and policy development; advises and counsels senior and executive administration and the Board, on policy, legal requirements, and the impact of legislation, on employees, and develops and presents policies in response to legislation and District needs.

The Vice Chancellor of Human Resources and Equal Opportunity directly supervises the Director of Human Resources, Director of Equity, Employment, and Professional Development, Director of Benefits, HR Specialist and HR Technician for Faculty, and Executive Assistant and has overall responsibility for remaining staffing in personnel, benefits, and employment services.

This position is responsible for policy development, contract negotiations, interpretation, implementation, and application decisions; representing the District in grievances and arbitration; responding to employee-related litigation, evaluating discrimination and harassment complaints, and overseeing department issues, such as budget, operations, and procedures.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Develop and implement an effective, inclusive, and equitable Human Resources policy, procedure, and system; advise the Chancellor and Board on policy and legal requirements/compliance; coordinate Human Resources activities to support the college community in meeting the District's mission.
2. Serve as chief negotiator for the District, including with the Faculty Association as well as meet and confer with Administrative Management Association and Confidential employees; oversee negotiations with unions to ensure coordinated, comprehensive, positive, and collaborative negotiations consistent with District goals of mutual interest and respect; prepare analysis (including operational and fiscal impact in collaboration with the District CBO) and present recommendations to the Board; interact with other employee groups, such as Classified and Faculty Senates, to meet needs, develop programs, and respond to problems.
3. Provide guidance to and collaborate with, the Director of Equity, Employment and Professional Development to ensure policies and procedures are in alignment with

- equity goals.
4. Ensure district compliance with federal equal employment opportunity regulations, Title 5 and Title IX. Evaluate discrimination and harassment complaints, ensure appropriate investigation and response, and prepare appropriate reporting and recordkeeping.
 5. Mediate and conciliate employee grievances; represent the District in grievance hearings; direct disciplinary actions; intervene in supervisor/employee relations' problems.
 6. Consult and work with legal counsel on contract issues, litigation, and compliance issues. Serve as chief advisor to the Chancellor on strategic matters related to human resources and employee relations, including personnel matters involving litigation, and in participating in strategic and long-range planning for the district.
 7. Develop and implement complex classification systems and competitive compensation plans for all employee groups which are fiscally sound, and that substantially recognize employee contributions to the District.
 8. Direct and review effectiveness of employment services including recruitment efforts, selection processes, onboarding procedures, and retention efforts of District staff. Provide training in effective employment practices that incorporate strategies to reduce/eliminate the impact of implicit bias throughout the process; provide information and support for retention of new employees. Prepare and present reports to appropriate audiences detailing the impact of equity-focused employment practices.
 9. Review and evaluate effectiveness of assigned staff, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; recommend operational changes to increase efficiency, effectiveness, and equity of the human resources function.
 10. Provide leadership in planning and administering employee benefits program, negotiate benefit plans, features, and employee contributions, and ensure communications and implementation.
 11. Provide leadership and participate in shared governance committees; develop and facilitate staff development, training activities, and opportunities.
 12. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education.
 13. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintaining a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
 14. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Federal and state labor and employment laws and regulations including but not limited to Collective Bargaining, Title 5, Civil Rights Act of 1964 and 1991, ADA, the Education Code, Government Code, Fair Labor Standards Act, and Family Medical Leave Act.

2. Health/welfare benefits, Worker's Compensation, and classification/compensation systems.
3. Principles of equity, inclusion, and diversity, and the provisions of equal opportunity laws and regulations.
4. Effective employment services and personnel processing operations.
5. Board policy development and implementation.
6. Effective labor relations strategies with bargaining units using collective bargaining agreements.
7. Human Resources administrative principles in education or other public agencies.
8. Mediation and conflict resolution practices and arbitration rules.
9. Budget and finance.
10. Commonly used computer software and communication media.
11. Participatory governance/decision making, consensus building and team management.
12. Modern human resource organizational structures.

Skills and Abilities:

1. Communicate effectively, both orally and in writing, including writing complex proposals and producing written market-oriented materials.
2. Build trust among all constituents in the district.
3. Deliver effective training to employees in a variety of staff development topics and venues.
4. Manage and apply technology to Human Resources.
5. Computer literacy.
6. Leadership, decision-making, supervision, problem-solving, organizational, and analytical ability.
7. Presentation skills.
8. Ability to work virtually with teams.

Minimum Qualifications

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree.
3. Three years of progressively responsible management experience in a human resources environment.

Preferred Qualifications

1. Human resources management experience in higher education.
2. Senior Professional in Human Resources (SPHR), Society for Human Resources Management (SHRM) Certification, or other related specific human resources education and training.
3. Knowledge of federal and state educational statutes and regulations.
4. Demonstrated success in working with diverse populations.

Licenses and Certifications:

None

WORKING CONDITIONS:

The physical and mental demands described below 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 and mental capabilities for this position are:

Environment:

1. Virtual and in-person office environment.
2. Variable hours including early mornings, evenings and weekends.
3. Extended periods of time sitting.
4. Local travel to and between district sites.

Physical Abilities:

1. Hear and speak to exchange information in person, and on the telephone, and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sit for extending periods of time.
5. Lift and carry materials up to 20 lbs.

Mental Capabilities:

1. Apply critical thinking.
2. Communicate and interact with others; compose oral and written communications, reports, and presentations.
3. Conduct oral presentations.
4. Organize, concentrate, discern, and retain information.
5. Self-regulate emotion and behavior.
6. Learn and memorize information.
7. Use devices including cell phone, computer, telephone, office equipment.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. **In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. **Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.*
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a

response to application questions within 48 hours of the closing date. You may also visit our “Applicant Information” to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://hr.fhda.edu/>