**Director, Human Resources (Golden West College)**

**Job# GM-006-21**

**Salary: $119,208.00 - $158,427.00 Annually**

**Deadline: 6/16/2021 11:59 PM Pacific**

**Full job description and OFFICIAL application available ONLY at:**[**http://50.73.55.13/counter.php?id=199622**](http://50.73.55.13/counter.php?id=199622)

**About Golden West College**

Located in Huntington Beach, California, Golden West College is a two-year college, serving over 18,000 students on a 122-acre campus. GWC offers over 60 Associate degrees, a strong university transfer program, more than 40 Career and Technical Education certificates, community education, and extensive student support services. Founded in 1966, Golden West College has been widely recognized for its pioneering leadership in designing learning-centered programs and services for its students.  For the last two years, Golden West College has been named a "Champion of Higher Education for Excellence in Transfer" by The Campaign for College Opportunity in recognition of its extraordinary work in awarding and implementing the Associate Degree for Transfer (ADT) to help students achieve their educational and professional goals.

Golden West College (GWC) welcomes a diverse pool of candidates and has an unwavering commitment to quality education, equitable outcomes, inclusive practices and racial, ethnic, and socioeconomic diversity.  Ideal candidates for all positions at our college share our devotion to educating and improving the lives of our representative student, employee, and community populations.

Additionally, GWC is an officially designated Hispanic-Serving Institution (HSI) and has an eligibility designation as an Asian American Native American Pacific Islander-Serving Institution (AANAPISI).  GWC engages in regular professional development opportunities and partnerships so we can best serve disproportionately impacted groups. Additionally, the college supports equity minded programs as well as a full calendar of culturally responsive events.  For up-to-date information on our student demographic and more, please see the following link: Golden West College Scorecard Golden West College is part of the Coast Community College District, a multi-college district that includes Orange Coast College and Coastline Community College. Information about GWC can be found at [www.goldenwestcollege.edu](http://www.goldenwestcollege.edu/).

**Summary**

Plans, manages, and coordinates Human Resources department services to enhance the utilization, stability, and vitality of staff at a college campus. Promotes the overall efficiency and value of human resources programs by coordinating and participating in recruitment and selection, employee relations, job classification, benefits, diversity, HRIS, and professional development.

**Distinguishing Career Features**

The Director of Human Resources is guided by managerial goals for implementing services at an assigned campus, and integrating those activities to comprise a full human resources customer service philosophy. The Director requires the ability to accomplish business objectives that require working with district human resources management and staff at all levels, and resolution of sensitive and technical problems with advanced oversight from district human resources leadership

**Essential Duties and Responsibilities**

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

• Conducts investigations and prepares documentation and reports related to complaints of discrimination, sexual misconduct, sexual harassment and other work-related issues or complaints; recommends appropriate resolution of complaints and monitors results.

• Identifies, recommends, and oversees implementation of appropriate actions to accomplish a timely resolution of employee concerns.

• Plans, directs and supervises the functions of the human resources dept., e.g. recruitment, selection, workers’ compensation, professional development, injury and illness reporting, and review of performance evaluations.

• Enforces fair and legally compliant employment practices by developing, overseeing, and conducting investigations, mediating disputes and grievances and otherwise responding to complaints and issues around the standards of personal conduct. Refers certain incidents to district-level employee relations.

• Maintains positive relations with organizational leaders by responding to employees' concerns, addressing issues proactively and advising management regarding proper application of contract provisions, District policies and procedures, and other regulations.

• Provides coaching and recommendations on matters that affect employment status, equity and diversity, and performance management.

• Provides proactive mediation of work-related matters that adversely affect morale and productivity.

• Serves as a partner and liaison with District Human Resources and college administration on various employee relations matters.

• Facilitates interactive processes, including documentation, communication, evaluation, and follow up; collaborates with other departments (e.g. District Human Resources, Risk Services, Benefits, etc.) to ensure compliance and coordination of available resources and services.

• Partners with District Human Resources on formal DFEH, EEOC, and Title 5 Investigations.

• Participates in Title IX investigations in collaboration with the College Title IX Coordinator, as appropriate for matters involving employees.

• Develops, implements, and evaluates professional services, support, and training for college workforce in areas relating to employee relations, development, and engagement.

• Prepares and monitors annual budget for the Human Resources Division and the college's Staff Diversity allocation.

• Oversees, facilitates, and monitors training and development programs for staff based on needs assessments, fair employment practices, and professional growth strategies.

• Assists district leadership with designing collective bargaining strategies. Serves as the designated on-site labor contract administrator with its collective bargaining units. Ensures proactive employee relations synergy, based on collaborative processes and problem resolution.

• Interprets the provisions of negotiated labor contracts and the intent of contractual language. Provides guidance to management and staff on contractual matters such as grievances, disciplinary and other adverse actions, and performance appraisals.

• Serves as a strategic partner to administration by serving or chairing administrative and/or shared governance committees and meetings, participating in strategic planning through program review, accreditation, staffing planning and administrative projects.

• Maintains up-to-date knowledge and skills related to emerging trends and best human resources practices, legislation, and the College’s philosophies on leading with its people.

• Performs other related duties as assigned that support the objective of the position.

• Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics

**Qualifications and Physical Demands**

Excellent customer service skills and proven success in interpreting and administering policies, procedures, and contract provisions.

**Knowledge and Skills**

**•**Leadership and management principles and techniques.

• Employee training programs, skills assessment, and performance management.

• Education Code, labor laws, regulations, rules, and procedures pertaining to the duties and responsibilities of this position.

• Interpersonal, organization and time management skills.

• Current federal and state laws pertaining to employment and harassment prevention programs.

• Higher education labor and employee relations practices.

• Collective bargaining agreements.

**Abilities**

• Requires the ability to perform the essential responsibilities and functions of the position.

• Deal with people in a manner which shows a high level of professionalism, sensitivity, tact, and understanding in a culturally and ethnically diverse educational environment.

• Develop, implement, and evaluate a variety of employee training, development, and engagement programs.

• Speak and present information clearly, concisely and effectively to large and small groups.

• Draw sound conclusions and make responsible recommendations.

• Work effectively as a team member and/or group leader.

• Resolve conflicts and diffuse employee related issues, concerns, and situations in a fair and impartial manner.

• Interact effectively with all levels of the organization.

• Work both independently and in consultation with District Human Resources in the grievance process and progressive disciplinary action process.

• Compose documentation, letters, responses, and other written communications accurately and professionally.

• Establish and maintain positive working relationships with management, employees and exclusive representatives.

• Interpret and administer policies, procedures, and contract provisions.

• Effectively use District technology (i.e., Banner, NeoGov) and updated desktop software (i.e., Microsoft Word, Excel, Outlook and Power Point).

**Physical Abilities**

**•**The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.

• Essential functions will vary by position.

• As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

**Education and Experience**

Any combination of education and experience that is equivalent to a Bachelor’s degree from an accredited institution in human resources management, public administration, business administration, organizational management or a related field.

**Preferred:** Master’s Degree; Five years of increasingly responsible and varied experience in human resources, including one year of management experience in a key leadership role; Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

**Licenses and Certificates**

May require a driver’s license