**Director of Compliance & Employee Relations**

**West Valley-Mission Community College District**

Closing Date: **6/22/2021**

**Definition:**

The West Valley-Mission Community College District is seeking a talented leader to fill the position of Director of Compliance & Employee Relations.

ABOUT THE DISTRICT

Santa Clara County, home of the Silicon Valley, is a world-renowned center for high technology and an important business and financial center. It is also the Bay Area's most populous county, with almost 2 million residents, and the site of California's third largest city, San Jose. West Valley and Mission Colleges serve an area of approximately 350,000 residents. The West Valley-Mission Community College District is one of the largest employers in Santa Clara County.

The District is composed of two colleges: West Valley College in Saratoga and Mission College in Santa Clara. Together they enroll more than 17,375 students with diverse backgrounds. Courses are taught during day, evening, and weekend hours, in addition to online courses and distance learning. More than 1,525 faculty and staff work for the District, which has a budget exceeding $135,287,206. The service area includes the cities of Santa Clara, Saratoga, Campbell, Los Gatos, Monte Sereno; and parts of San Jose, Cupertino, Sunnyvale, and Santa Cruz County.

The ideal candidate for this position is a seasoned labor relations and employee relations professional with direct experience as an investigator and compliance manager. This includes but is not limited to demonstrated expertise in responding to internal and external complaints or allegations regarding unlawful discrimination and harassment. A strong record of handling labor union grievances, collective bargaining contract administration, discipline, and employee conflict resolution is highly desirable. In addition, the ability to assist and support administrators with performance management including performance evaluation and improvement plans is key to this position.

The ideal candidate values diversity, equity, and inclusion and is committed to social justice. Building trust and collaborating with key stakeholders is imperative for success in this position.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

**Assignment:**

100% of full time, 40 hours per week, 12 months per year, with anticipated start date of August 9, 2021. Schedule may change to include some evening or weekend hours, as needed. This position is a Classified Administrator and part of the Administrative employee unit. This is an exempt position and is not subject to overtime.

Work Location: West Valley-Mission Community College District, located on the campus of West Valley College, Saratoga, CA.

**Salary and Benefits:**

Salary Range

• $152,358 – $189,942 annually (Administrative Salary Schedule 20/21, Range 25, Steps A-H).

Benefits include:

• Additional compensation: $1,500 for doctorate added to base salary annually, to be prorated on a monthly basis.

• Employer-contributed medical, dental and vision for employee, spouse and/or dependents.

• Employer-paid long term disability for employee.

• Employer-provided life insurance.

• 13 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.

• 22 days vacation leave accrued annually (25 days after 5 years).

• 12 days sick leave accrued annually.

• Personal necessity leave and personal business leave.

• Professional development and renewal leave.

• $500 longevity award annually after 10 years of service and $1,000 longevity award annually after 15 years of service.

• CalPERS retirement.

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Equivalent to a Bachelor’s degree from an accredited college or university with major course work in human resources management, public administration, business administration or a related field.

3. Five years of increasingly responsible experience in human resources, including two years of administrative and management responsibility.

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

• Develop and implement department goals, objectives, policies and procedures.

• Plan, organize and direct human resources activities including training, compliance, organizational development, and employee relations.

• Direct, oversee and participate in the development of the human resources work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

• Organize and manage processes and procedures for receiving, investigating, preparing detailed investigative reports, and responding to internal and external complaints or allegations regarding unlawful discrimination, harassment, sexual misconduct, and/or retaliation; respond to federal and state agencies in connection with complaints of unlawful discrimination, harassment or retaliation.

• Serve as the district’s Title IX compliance officer, ensuring compliance with all appropriate regulations and Title IX requirements.

• Oversee, train, lead, and collaborate with investigators on discrimination, harassment and sexual misconduct matters; ensure timely, thorough investigations; prepare comprehensive reports with findings of fact and recommendations.

• Develop case management databases to organize, manage, and track incidents; prepare annual statistical reports on the number, nature, and disposition of complaints of discrimination, harassment, and sexual misconduct; track cases, data, and trends to identify patterns, and make recommendations to address them.

• Work in a collaborative process to develop and review related district policies and administrative regulations and procedures in accordance with legal obligations and best practices; advise and collaborate with district community partners on initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment, and Title IX compliance.

• Develop and implement policies, communication and training programs that promote prevention, education, and awareness about discrimination, harassment, Title IX, and related compliance topics to district employees and students; raise district awareness of resources with respect to reporting and filing complaints.

• Provide leadership to develop and design organizational development programs, employee and management training programs, and other professional development activities.

• Provide advice and counsel to administration regarding personnel practices, contract administration, employee evaluations, and employee improvement plans; investigate problems such as working conditions, disciplinary actions, and employee and applicant appeals and grievances; provide guidance and recommendations for problem resolution to administration, represented and unrepresented employees.

• Prepare the assigned budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

• Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

• Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

• Research and prepare technical and administrative reports; prepare written correspondence.

• Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

• Foster an environment that embraces diversity, integrity, trust and respect.

• Be an integral team player, which involves flexibility, cooperation and communication.

• Perform related duties as assigned.

**For more information on this position and to apply, please visit our website at the following link:** <https://apptrkr.com/2282313>

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741–2174 to arrange for assistance.