

HUMAN RESOURCES SUPERVISOR

MiraCosta College in Oceanside, CA, is inviting applications for one regular, full-time, exempt, classified position, 40 hours per week, 12 months per year on the Oceanside campus, reporting to the Director of Labor Relations and Title IX Coordinator. The work schedule will normally be Monday through Friday, 8:00 a.m. - 4:30 p.m. The person selected for this position will be subject to assignment to any district facility during any hours of operation.

Remote work will be available for 2-3 days per week, after the successful completion of the six-month probationary period and at the discretion of the supervisor.

For full details and to apply, go to <https://jobs.miracosta.edu/postings/3480>.

Applications submitted by 11:59 PM on Tuesday, June 13, 2023, will receive first consideration. Applications will continue to be accepted until the position is filled.

DIVERSITY, EQUITY & INCLUSION:

MiraCosta College is committed to creating a racially just campus climate. Individuals and their diverse cultures and identities are welcomed, nurtured, and validated. MiraCosta College takes institutional responsibility for closing the equity gap for disproportionately impacted populations including Latinx and Chicanx communities, Black and African American communities, Native Hawaiian and Pacific Islander communities, Native American communities, lesbian, gay, bisexual, trans, queer/questioning, intersex, and asexual (LGBTQIA+) communities, veteran communities, former foster youth, adult students, and students from low socioeconomic statuses. MiraCosta will continue to serve all constituents with values rooted in equity, diversity, inclusion, and community.

MiraCosta College's Mission, Vision, Commitment, and Institutional Values & Goals – <https://pa-hrsuite-production.s3.amazonaws.com/3050/docs/105281.pdf>

COMPENSATION:

Starting at \$100,300 per year (range CL-35, step 1), based on the 2023-24 Confidential Classified Salary Schedule with annual salary step increases up to step 5. In addition, after five years of district service, employees earn a longevity stipend that increases over time.

BENEFITS:

MiraCosta College offers an array of benefits to eligible employees. The district pays 100% of the cost of medical, dental and vision insurance for eligible employees and dependents.

- \$100,000 life insurance policy

- Up to \$250 of benefit credits per month to help pay for a variety of voluntary benefit options, such as supplemental life insurance, disability coverage, and health care/dependent care flexible spending account (FSA)
- Vacation, sick leave, and up to 18 paid holidays
- State pension system retirement benefits (CalPERS)
- Free and confidential employee assistance program
- Wellness Program
- Participation in the District's Early Retirement Program
- Professional Development Opportunities
- Tuition fee reimbursement
- [Childcare Facility \(Oceanside Campus\)](#)

APPLICATION PROCEDURE:

To be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number:

1. Application on which you list all relevant experience.
2. A current resume or curriculum vitae summarizing your educational background and experience.
3. A cover letter addressed to the "Screening and Interview Committee", in which you specifically address your knowledge of and experience with any of the following: (1) talent acquisition, employee engagement and retention, learning and development, compensation, benefits, technology management, labor relations, EEO, diversity, equity, and inclusion, and compliance; (2) hiring, training and supervising other employees, budgeting, project management and/or lead-work capacity.
4. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. **If a degree(s) was earned, the transcripts must state that the degree was awarded.** Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation.

If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go

to [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635).).

Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

The screening and interview committee will review application materials for up to three to four weeks following the closing/first screening date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon 1) proof of being fully vaccinated* for COVID-19 or requesting and receiving approval for a medical or religious exemption; 2) successful completion of a pre-placement physical exam at district expense; 3) submission of a current tuberculosis test clearance; 4) proof of eligibility to work in the United States; 5) fingerprint clearance; and 6) approval by the Board of Trustees.

*Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]).

Retired STRS members are not eligible for this position.

BASIC FUNCTION:

Under general supervision, lead and direct the assigned day-to-day operations of the Human Resources (HR) department including talent acquisition, employee engagement and retention, learning and development, compensation, benefits, technology management, labor relations, EEO, diversity, equity, and inclusion, and compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervisory Responsibilities:

1. Recruits, interviews, recommends hires, and trains new staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations.

Duties/Responsibilities:

4. Partners with the leadership team to understand and execute the district's human resource and talent strategy particularly as it relates to diversity, equity, and inclusion, current and future talent needs, recruiting, and retention.

5. Provides support and guidance to HR technicians, management, and other staff when

complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as negotiations, providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

6. Oversees the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants from diverse backgrounds; collaborates with department managers to understand the skills and competencies required for openings.

7. Oversees and maintains the optimal function of the district's internal HR information services systems, which may include database management, network support, installation, customization, development, maintenance, and upgrades to applications, systems, and modules.

8. Analyzes trends in compensation and benefits; researches and proposes competitive pay programs to ensure the organization attracts and retains top talent.

9. Creates learning and development programs and initiatives that provide internal development opportunities for employees.

10. Oversees employee evaluations, disciplinary meetings, terminations, and investigations.

11. Participates in the development of department operational goals, objectives, standards, and systems.

12. Provides input to the annual budget and monitors performance against the annual budget.

13. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

14. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

OTHER DUTIES:

1. Prepares and maintains a variety of records and reports.
2. May serve on or lead various committees and task forces.
3. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.

- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of applicable federal, state, and local laws, rules, and regulations [including EEO, Title IX, and Title 5].
- Proficiency with a variety of office equipment including a computer and appropriate software.
- Knowledge of automated human resources systems and integrated business office software.
- Ability to interpret, apply and explain rules, regulations, policies, and procedures in a variety of procedural situations.
- Knowledge of district human resources policies and labor contract provisions.
- Ability to demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION & EXPERIENCE:

A bachelor's degree (preferably in human resources, business, public administration, or related field) **and** at least three years of progressively responsible experience in human resources including at least one year in a lead capacity; or an equivalent combination of training and experience.

NOTE: For work experience, one "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.

DESIRABLE QUALIFICATIONS:

1. Experience working in an HR department at a community college, K-12 district, or other public sector employment.
2. Experience working with collective bargaining agreements and working conditions manuals.
3. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification.