



Associate Vice Chancellor/Chief Human Resources Officer

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
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| | Exempt | Officials & Administrators | Contract Administrator | Contract | 09/15/22 | Contract Administrator | 1 of 3 |

DEFINITION:

The Associate Vice Chancellor/Chief Human Resources Officer (AVC/CHRO) serves as the District’s key human resources expert and is responsible for the leadership, administration and management of human resources to support the mission of the District. The AVC/CHRO is responsible for organizational and professional development, benefits administration, classification and compensation, human resource information systems, employee recruitment and selection, and equal employment compliance. The AVC/CHRO ensures compliance with federal and state laws, codes, rules, and regulations related to human resources and provisions of the negotiated agreements between the District and its employee association and unions.

EXAMPLES OF DUTIES/ AND ESSENTIAL FUNCTIONS:

In collaboration with District leadership, sets the strategic vision for Human Resources to advance the District’s mission, values, and goals, and is a champion of the District’s diversity, equity, and inclusion work.

Advises the Chancellor, Executive Vice Chancellors, Cabinet, District management, and Governing Board on human resources issues, and is a champion of the District’s Diversity, Equity, and Inclusion work.

Counsels Chancellor’s Cabinet on personnel management, diversity initiatives, labor and employee relations and other personnel related concerns.

Plans, develops, and recommends human resources policies, procedures, and objectives for review by the Executive Vice Chancellor, Administrative Services.

In collaboration with District office and designated college groups, develops, recommends, and implements immediate and long-term strategies pertaining to human resources.

Leads in the development and implementation of human resources strategic planning and processes required to achieve customer focused and student driven departmental results in alignment with District objectives and priorities.

Provides leadership in the assessment, design, and implementation of a responsive organizational structure to meet the human resources needs across the organization.

Plans, organizes, and administers a comprehensive employer/employee relations program, including conducting negotiations with labor organizations and the administration and interpretation of collective bargaining agreements.

Leads contract negotiations, contract administration, employee counseling and guidance, employee discipline, grievance processing and hearings.

Serves as liaison to labor organizations in analyzing problems and in developing alternative solutions and implements and applies Interest-Based Bargaining techniques.

Proactively leads, and works in collaboration with colleges and Finance Services, to provide integrated systems including position control and budgeting.

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Cultivates positive working relationships within The District office and colleges to provide support, build customer confidence and satisfaction.

Manages District Human Resources, including the planning, coordination, evaluation and direction of: recruitment, benefits administration, labor and employee relations, equal employment opportunity (EEO) compliance, workers' compensation, classification, compensation, diversity, human resources information systems, human resources operations, staff and organizational development.

Ensures continuous improvement of human resources through process re-engineering, organizational change management, new technology solutions and automation, assessment of best practices and feedback from internal users and external customers to increase productivity and effectiveness and enhance collaboration.

Provides comprehensive training and staff development opportunities such as new hire employee orientations, technical and specialized skills training, supervisory and management skills development, coaching and mentoring, career development, and employee recognition.

Promotes a work culture of equity, customer service, innovation, student focused decision making, inclusion, and quality service to students, faculty, classified professionals, management, and the community.

Investigates and resolves complaints alleging violations of Title 5, including EEO Regulations (Section 53026) and Unlawful Discrimination for Harassment (Section 59300).

Serves as the Districtwide Title IX Officer.

Proactively leads as the District's EEO Officer and executes the District's EEO Plan.

Interprets, monitors, and ensures compliance with District, county, state, and federal laws, regulations, and requirements; develops and proactively communicates policies and procedures related to compliance as necessary.

Reviews, analyzes and communicates personnel related legislation, legal mandates, regulations and guidelines which may affect District programs, functions, and activities and ensures key personnel are updated as necessary.

Represents the District on state, regional, and local committees as assigned.

Performs other duties assigned.

REPORTING RELATIONSHIPS:

The AVC/CHRO reports directly to the Executive Vice Chancellor, Administrative Services. The District Office Human Resources Department staff report directly to the AVC/CHRO.



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MINIMUM QUALIFICATIONS:

An earned bachelor's degree from an accredited institution in a relevant discipline.

Two years of senior management experience, and a total of five years of management experience in human resources or a related function in a public or private agency, with emphasis in employee relations and/or labor negotiations.

Demonstrated sensitivity to, and knowledge and understanding of, the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students served by the District, and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who may have experienced discrimination.

DESIREABLE QUALIFICATIONS:

An earned master's degree from an accredited college or university in human resources, business, or related field.

Human Resources experience in public higher education.

Proven track record in promoting a work environment that embraces equity, diversity, and inclusion.

Adopted 10/09/13