

## Contra Costa Community College District – Classification Specification

### Vice Chancellor Human Resources/Chief Negotiator

#### Definition

Under the direction of the Chancellor, the Vice Chancellor, Human Resources/Chief Negotiator serves as the District's key human resources expert and is responsible for the administration and management of a comprehensive human resources program to support the mission of the District. The Vice Chancellor, Human Resources/Chief Negotiator is responsible for organizational and staff development, benefits administration, classification, human resource information systems, recruitment and selection and equal employment compliance. The vice chancellor serves as a member of Chancellor's Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

#### Supervision Received and Exercised

- The District Office Human Resources Department staff reports directly to the Vice Chancellor, Human Resources/Chief Negotiator.
- The Vice Chancellor, Human Resources/Chief Negotiator reports directly to the Chancellor.

#### Examples Of Duties

- Advises the Chancellor, Cabinet, College Presidents, and Governing Board on human resources issues.
- Serves as the District's chief negotiator.
- Counsels the Cabinet on personnel management, diversity initiatives, employee relations problems, issues and concerns.
- Plans, develops, and recommends human resources policies, procedures, and objectives.
- Directs the comprehensive recruitment, successful retention, and promotional opportunities of a diverse District workforce.
- In collaboration with designated college and District groups, develops, recommends, and implements immediate and long-term strategies pertaining to human resources.
- 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.
- Serves as liaison to labor organizations in analyzing problems and in developing alternative solutions and implements and applies Interest-Based Bargaining techniques.
- Provides effective leadership in personnel dispute resolutions, investigations, and disciplinary actions.
- Actively participates in strategic planning and budgeting processes, including responsibility for position control and budgeting.
- Directs the coordination of state and federal reporting relative to human resources, including participation in local and national surveys.

**Salary Grade:** *Contract*

**EEO Category:** *Officials & Administrators*

**Represented Status:** *Contract Administrator*

**Effective Date:** *05/01/11*

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- Interprets and carries out rules, regulations, and policies of the Governing Board and directives of the Chancellor as they affect the negotiations process, labor relations, and legal issues related to human resources.
- Cultivates positive working relationships within Districtwide services and among and across the colleges to build customer confidence and satisfaction.
- Manages District Human Resources, including the planning, coordination, evaluation and direction of: recruitment, benefits administration, employee relations, equal employment opportunity compliance, workers' compensation, classification, compensation, diversity, human resources information systems, human resources operations, staff and organizational development.
- Ensures continuous improvement of human resources services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.
- Ensures well-trained human resources staff at the college and district levels.
- Promotes a work culture of customer service, innovation, and quality services to students, staff, and the community.
- Complies with all District, county, state, and federal requirements.
- Reviews pending employee, personnel, and other legislation, legal mandates, regulations and guidelines which may affect District programs, functions, and activities.
- Represents the District on local, regional, state, and national committees.
- Performs other duties assigned.

### Education/Experience

- A master's degree from an accredited college or university in human resources, business or related field, or a bachelor's degree from an accredited college or university in a related field and additional certification or licensure equivalent to a master's degree.
- Five (5) years of management experience directing a Human Resources Department in a public or private agency with emphasis in employee relations and 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.

Adopted 05/01/11