



West Valley - Mission

Community College District

CLASS SPECIFICATION

VICE CHANCELLOR, HUMAN RESOURCES

Executive Management Position (Exempt Status)

Executive Salary Schedule

DEFINITION

To serve as an executive officer and to be responsible for the operation of a major district-wide function; to administer and manage the human resources function and participate in district policy making; and to provide highly responsible and complex administrative support to the Chancellor.

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the Chancellor.

Exercises direct supervision over assigned supervisory, professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Work with the Chancellor's office to develop, plan, and implement district-wide goals and objectives, policies and procedures relative to general administration and human resources functions including benefits administration, collective bargaining, recruitment, labor and employee relations, and training and development.

Coordinate human resources division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; attend and chair district-wide committees and councils as directed by Board policies or the Chancellor.

Direct and participate in collective bargaining negotiations and processes; meet with bargaining unit representatives; serve as the district contract administrator for each bargaining unit agreement; interpret provisions of contracts and assure that implemented policies, procedures, and actions are in conformance with labor agreements.

Exercise highest-level oversight of division budget.

Review and evaluate effectiveness of assigned staff, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; recommend operational changes to increase efficiency, effectiveness and quality of the human resources function.

Participate as a member of the Chancellor's executive management team for the district.

Attend board meetings and make oral presentations; confer with college administrators and members of executive staff regarding board agenda items and management issues involving programs and services of the district, including recommendations for new or revised policies and procedures.

Serve as the district's Equal Employment Opportunity (EEO) officer, ensuring compliance with all appropriate regulations and EEO requirements.

Ensure district compliance with applicable laws, rules, regulations, and restrictions related to district operations, employment, collective bargaining, benefits administration, the California Fair Political Practices Commission Conflict of Interest Code, and financial and legal transactions and expenditure of District funds.

Exercise responsibility for the participation of human resources, administrative services, and the Chancellor's office in processes related to accreditation of the colleges and compliance of district services with the requirements and standards of the accrediting commission.

Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development and supports high levels of student achievement.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration, human resources management and collective bargaining in the public sector, and training and development.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal laws, rules and regulations.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of wage and salary administration.

Techniques of recruitment, selection, classification, and records management.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct, and control the administration and operations of the human resources division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Implement successful negotiation techniques and collective bargaining processes.

Prepare and administer budgets.

Develop and implement policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, explain, and apply state and federal laws and regulations, and district and division policies, procedures, rules, and regulations.

Select, supervise, train, counsel, discipline, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

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:

Experience:

Eight years of increasingly responsible experience in human resources management, including four years of administrative and management responsibility.

Education:

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

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

Date Approved: August 9, 2023