

College of the Redwoods

Position Description

Position: Associate Vice President of Human Resources/CHRO	Position Number:
Department: Human Resources	FLSA: Exempt
Reports to President/Superintendent	Salary Grade: 134

Summary

The Associate Vice President of Human Resources is the Chief Human Resources Officer (CHRO) for the College, a member of the President's Cabinet, and is ultimately responsible for planning, developing, implementing, and assessing strategic human resources activities in support of the overall institutional goals and objectives of the College. This position is responsible for the oversight of the College's regulatory compliance on HR and Payroll-related matters, employee recruitment and hiring, performance management, human resources development and training, compensation and benefit programs, HR information and records management, and employee relations, ensuring quality HR service and support and continuous process improvement through effective management of an HR team.

Essential Duties and Responsibilities

This listing of essential duties and responsibilities is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversees Human Resources and Payroll Department and represents the President in his/her absence as assigned.
- Serves as a member of the President's Cabinet.
- Serves as facilitator for various shared governance groups as assigned.
- Oversees the College's compliance with applicable Federal and State employment laws as well as internal Human Resources policies.
- Administers the College's classification and compensation program and addresses employee's questions and concerns.
- Administers the College's performance appraisal system for personnel.
- Administers the College's employee recruitment and selection process.
- Administers the College's benefit program.
- Administers District-wide employee professional development and training.
- Participates in the creation, implementation, oversight, and monitoring of training programs.
- Serves as the College's EEO Officer.
- Coordinates the College's employee orientation program.
- Administers the College's employee grievance procedures.
- Develops and revises Human Resources Board Policies and Administrative Procedures for approval.
- Serves as the College's ADA Coordinator for Employees.
- Serves as the College's Title IX Deputy Coordinator for Employees.

- Serves as the coordinator for District DEIA efforts.
- Ensures Human Resources records are properly maintained.
- Supervises Human Resources team members and delegates duties as deemed appropriate.
- Conducts investigations and responses to complaints, which may include complaints under Title IX, ADA, and all other Federal and State regulations. Collects and analyzes data, writes comprehensive reports, and maintains files and records confidentially.
- Performs other Human Resources duties as needed or assigned.
- Assists the College in legal, policy, and legislative issues.
- Represents the College for state level activities involving Human Resources officers.
- Is knowledgeable of and understands the Chancellor's Office initiatives as they relate to salaries, benefits, and state-wide equity.
- Assists the Vice President for Administrative Services with College-wide budget development and oversight in respect to salaries and benefits.
- Submits administrative reports to the California Community Colleges Chancellor's Office, the Accrediting Commission for Community and Junior Colleges and other organizations as assigned.
- Works with the Institutional Effectiveness department on initiatives for the continued improvement of institutional effectiveness, systems, and functions.

Other Duties

The listing of other duties and responsibilities is meant to be representative, not exhaustive.

- Participates actively in the College's ongoing effort to promote a more effective, creative, and efficient learning environment for all CR students.
- Understands the budgeting and requisition process of the College. Assists with preparing budgets as requested regarding salaries and benefits.
- Serves as a resource person to the community as a whole and to various groups or individuals by speaking to groups, answering specific inquiries, assisting with research projects, locating information, and performing other related tasks.
- Keeps abreast of professional developments by attending conferences, seminars, and workshops, and by reading appropriate professional literature.
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

Knowledge of -

- The principles and practices of human resources management.
- Diversity, Equity, Inclusion, and Accessibility
- Culture of higher education.
- Human Resources Information Systems (HRIS).

Abilities

Ability to –

- Maintain appropriate composure and necessary confidentiality with regard to both past and current employee, student, and donor data, documents, issues, etc., and respect privacy needs of employees, students, and donors.
- Comply with highly inflexible deadlines; there will be multiple occurrences of sudden, urgent task completion required.
- Adapt to a variable work schedule; including occasional evenings and weekends as needed.
- Interact with employees and/or students, past employees and/or students, members of the general public, and others who express opinions or may exhibit strong emotions, which will require the employee to interact professionally, diplomatically, and appropriately in such situations.
- Communicate effectively both orally and in writing.

Physical Abilities

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate office equipment.

Education and Experience

- Master's degree from an accredited higher education institution.
- Relevant, professional work experience in higher education, preferably in a community college setting.
- Certification as a Senior Certified Professional (SHRM-SCP).
- Professional experience with progressively increasing responsibilities within varied Human Resources functions providing a broad, contemporary Human Resources knowledge base.
- Previous experience in and a comprehensive knowledge of the concepts, principles and practices of human resources administration, including, but not limited to, compensation and benefits, DEIA, classification, performance appraisal, professional development, employee relations, investigations, and all applicable human resource-related federal laws.
- Proven experience in effectively managing, negotiating, and implementing collective bargaining agreements.
- Two to four years of professional experience in higher education management preferred.
- Ability to effectively communicate verbally and in writing and to relate well to a diverse community college student and employee environment.
- Ability to exercise organizational, management, planning and supervisory skills in the human resources domain.
- Strong human resource experience at the director level or above.
- Knowledge of and ability to interpret employment laws, applicable practices, and to develop policies.
- Ability to work effectively with administrators, faculty, and staff of a comprehensive community college.
- Experience driving, influencing, and supporting major change initiatives in a transparent and collaborative manner.

Licenses and Certificates

Valid CA Driver's license.
