

Position: Chief Human Resources Officer	Position Number:
Department/Site: Human Resources and Payroll	FLSA: Exempt
Reports to/Evaluated by: President/Superintendent	Salary Grade: 134

Summary

Under the administrative direction of the President/Superintendent, serves as the District's Chief Human Resources Officer responsible for the leadership, planning, organization, and administration of the District's Human Resources, Payroll, Equal Employment Opportunity, and organizational development functions. As a member of the President's Cabinet and Executive Leadership Team, the Chief Human Resources Officer provides strategic leadership and consultation on workforce planning, labor relations, employee development, classification and compensation, employment compliance, integrated institutional planning, and organizational effectiveness.

Essential Duties and Responsibilities

- Provides executive leadership and strategic direction for the District's Human Resources and Payroll functions.
- Serves as a member of the President's Cabinet and Executive Leadership Team, providing leadership in integrated institutional planning, policy development, strategic initiatives, and organizational effectiveness.
- Provides strategic leadership for recruitment, selection, employee engagement, professional development, retention, succession planning, compensation, benefits, labor relations, and workplace culture.
- Serves as the District's chief labor relations administrator and participating negotiator with collective bargaining units.
- Provides executive oversight for employee relations, workplace investigations, disciplinary matters, grievances, conflict resolution, and performance management.
- Directs the District's Equal Employment Opportunity, employment compliance, ADA/FEHA, and other employment-related compliance programs.
- Leads the District's classification and compensation programs, including organizational design, salary administration, and internal equity initiatives.
- Ensures that the District maintains a safe, respectful, and nondiscriminatory work environment.
- Develops, recommends, and administers Board policies, administrative procedures, and Human Resources and Payroll practices.
- Oversees departmental budgets, personnel planning, and resource allocation in support of District priorities.
- Represents the District before external agencies, professional organizations, and community partners on Human Resources and employment-related matters.
- Promotes a culture of collaboration, accountability, equity, continuous improvement, and exceptional customer service.
- Performs other related duties as assigned.

Qualifications

▪ Knowledge and Skills

- Advanced knowledge of human resources management, organizational development, and public-sector employment practices.
- Knowledge of California Community College laws, regulations, collective bargaining, shared governance, and employment compliance, including Education Code, Title 5, EERA, PERB, EEO, ADA/FEHA, PERL, and related employment laws.
- Knowledge of labor relations, employee relations, workplace investigations, classification and compensation, and performance management.
- Knowledge of payroll administration, HRIS, personnel records management, benefits administration, retirement reporting, and integrated business systems.
- Knowledge of strategic planning, organizational effectiveness, workforce planning, leadership development, and change management.
- Knowledge of budget development, fiscal management, policy development, data analysis, and institutional planning.
- Demonstrated leadership, communication, collaboration, negotiation, and relationship-building skills necessary to work effectively with the Board of Trustees, executive leadership, employees, bargaining units, governmental agencies, and community partners.

▪ Physical Abilities

- Hearing and speaking to communicate effectively, exchange information, facilitate meetings, and deliver presentations.
- Dexterity of hands and fingers to operate computers and standard office equipment.
- Visual acuity to read, prepare, and review reports, correspondence, payroll records, and other written materials.
- Ability to travel between District locations and attend meetings, including evening Board meetings, negotiations, and other District functions as required.

▪ Education and Experience

- Bachelor's degree required, master's degree preferred in human resources, labor relations, or a related field.
- Minimum of two (2) years related and recent leadership experience in a Human Resources position with Title IX and negotiations experience. Experience in a higher education environment is preferred.
- Six (6) years of progressively responsible professional or management experience in any combination of human resources, payroll, labor relations, employee relations, classification and compensation, or related area.
- At least two years of direct experience conducting or coordinating internal reviews, investigations, grievances, complaint processes, conduct matters, disciplinary actions, appeals, or related resolution processes.
- Experience working in a human resources department or advising supervisors and employees on performance management, workplace concerns, investigations, grievances, or disciplinary processes.
- Demonstrated experience in strategic planning, personnel administration, labor relations, investigations, classification and compensation, employment compliance, and supervision of professional and administrative staff.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

Licenses and Certificates

- Valid CA Driver's license