

## College of the Redwoods

## Position Description

Position: Director, Chief Human Resources Officer/ Equal Employment Officer	Position Number:
Department: Human Resources	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 134

### **Summary**

Responsible for the planning, development, organization, and implementation of the Human Resources and Equal Employment Opportunity programs of the district.

### **Essential Duties and Responsibilities**

- Represent the District in all aspects of labor relations matters.
- Train and consult with District management and staff regarding complex employment related mandates.
- Develop district policies and programs related to the human resources of the district.
- Responsible for regulatory compliance and reporting as required for the District's human resources.
- Maintain and develop human resources and equal opportunity processes and systems.
- Oversee and administer discrimination complaint counseling, investigation, resolution, representation, and collective bargaining grievance processes.
- Enforce compensation and benefits programs according to district policy and negotiated union contracts.
- Oversee the recruitment and hiring of district personnel.
- Oversee the evaluation processes for district personnel.
- Maintain and develop the districts position classifications and job descriptions.
- Prepare management reports and disseminate information related to the human resources of the district.
- Oversee the operation of the Human Resources office and functions for the district.
- Hire, train, supervise, and evaluate Human Resources and Payroll staff.
- Review and recommend legislation, in the areas of responsibility of the position, which could benefit District students, faculty and staff; maintain liaison with appropriate government agencies and national organizations.
- Serve as the District ADA (Americans with Disabilities Act) Compliance Officer.
- Serve as the District Title IX Coordinator.
- Serve as the District Equal Employment Opportunity (EEO) Officer.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of -

- The principles and practices of human resources management.
- Culture of higher education.
- Human Resources Information Systems (HRIS).
- PC applications, particularly the M/S Office Suite and Outlook email system.
- Collective bargaining environment, including Interest Based Bargaining.
- California Education Code related to community colleges.

Skills –

- Strong and effective interpersonal, oral and written communication skills.
- Skill in creative development and administration of human resources and related programs.
- Demonstrated skill in managing human resources or a closely related function
- Skills with extracting, preparing and analyzing data from HRIS.

### **Abilities**

Ability to –

- Relate sensitively to persons of diverse backgrounds and levels of ability
- Consistently and impartially enforce and administer the policies of the district
- Establish and maintain cooperative and effective working relationships with students and staff.
- Communicate effectively both orally and in writing

### **Physical Abilities**

Hearing and speaking to communicate and exchange information.

### **Education and Experience**

Minimum requirement: Master's degree and 1 year of management internship or management experience related to field or the equivalent.

Preferred qualifications: Master's degree in Business, Human Resources Management, Education or related field and two years increasingly responsible supervisory and administrative experience involving human resources management is preferred.