

## College of the Redwoods

## Position Description

Position: Assistant Vice President, Human Resources, Diversity, Equity, Accessibility, and Inclusion, Chief Human Resources Officer/Equal Employment Officer	Position Number:
Department: Human Resources	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 134

### **Summary**

The Assistant Vice President of Human Resources, Diversity, Equity, and Inclusion is responsible for building and maintaining a high-performing Human Resources Department that supports the educational mission of College of the Redwoods. The position reports to the President and serves as the strategic human resources advisor; and this position plans, manages, and administers all human resource functions. The position will ensure compliance with applicable local, state, and federal laws and regulations. Supervision of a number of professional and clerical staff is an integral component of this position.

### **Essential Duties and Responsibilities**

- Supervises the operations of the Human Resources Department, including employee relations, compensation plans, payroll, retirement, benefits, safety, recruitment, employee professional development, performance management, labor management, and diversity.
- Sets Human Resources team objectives and ensures they aligned with department priorities and the goals of the College.
- Ensure job descriptions for all positions are up to date and necessary approvals acquired before implementation.
- Collaborates with Executive staff to implement the strategic and EEO plans as related to Human Resources goals and objectives, including facilitation of organizational and behavioral change.
- Develops compensation and classification plans and benefit administration for current and proposed positions at the College.
- Oversees and monitors processes for worker's compensation, disability, leaves, and workplace accommodations, as well as health and safety issues.
- Administers a comprehensive system of employee service records and other related personnel records.
- Recommends, establishes, and updates college employment policies and ensures they are in accordance with applicable State and Federal laws and regulations.
- Assists in the development of the annual budget for the College, with specific responsibility for the personnel budget.
- Ensures compliance by monitoring recruitment activities to ensure candidate qualifications meet the standards prescribed on job descriptions according to labor law and established recruitment policies.
- Advises, supports, and provides training to department managers and team members on sensitive personnel issues such as coaching, counseling, restructuring, terminations, transfers/promotions, and other personnel management matters.

- Manages and provides support for the organizational performance review process, including performance trends.
- Provides oversight of and coordinates the use of state EEO funds; manages the District's professional development activities and programs.
- Serves as the College's Records Management and Freedom of Information Law Officer.
- Organizes and formulates agenda items as management's representative to the College's two labor unions.
- Represents management in matters of concern to employee organizations including resolution of problems, grievances, arbitrations, collective bargaining, and contract revisions.
- 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 communications 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**

- Master's degree or equivalent knowledge and skills.
- Experience in non-profit human resources related positions.
- Demonstrated experience in employee relations including but not limited to employee engagement, conflict resolution, development and retention strategies.