RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION

JOB TITLE: Vice Chancellor, Human Resources and Employee Relations

POSITION OVERVIEW: Under the supervision and direction of the Chancellor, the Vice Chancellor of Human Resources and Employee Relations plans, organizes, directs and evaluates the development, administration, and direction for all human resources and employee relations operations in the District, in accordance with federal and California State law and in accordance with California education code and Title 5.

The Vice Chancellor’s duties include managing all human resources services, programs, and benefits District-wide; providing services and programs to recruit, retain, advance and develop District employees; championing diversity, equity, and equal employment opportunity through the district’s employment practices; and directing staff development programs and services.

The Vice Chancellor fosters a culture of care, collaboration, and civility within the district through fair, respectful, and transparent labor practices; directs and provides assistance in negotiations; and manages and maintains labor contracts and oversees their implementation and compliance. The Vice Chancellor provides sound advice and counsel to District management, the College Presidents, and the Board of Trustees on all matters related to human resources management, relevant state and federal regulations, and employee relations. The Vice Chancellor develops and presents employment policies in response to legislation and District needs.

SUPERVISORY RESPONSIBILITIES: Supervises and directs all assigned staff and consultants within Human Resources.

REPRESENTATIVE DUTIES:

1. Serves as Chief Human Resources Officer for the District. Assumes full management responsibility for all human resources, the general personnel program administration, compensation plans and benefits administration, classification management, employee recruitment and selection processes, employer/employee relations, labor relations, and staff development. Serves as a member of the Chancellor’s Executive Cabinet.

2. Ensures compliance with equal employment opportunity, Title 5, the California Education Code, and all related federal compliance expectations. Coordinates, facilitates, and supervises the District’s grievance and discrimination complaint processes.

3. Serves on the District’s labor negotiation team and supports the work of that team in all negotiations.

4. Works with District and union leadership to address workplace matters that arise between contract years that may require memorandums of understanding.

5. Oversees and manages the District’s benefits programs and services for all employees and ensures contractors are accountable and serve in the best interest of the district and its employees. Ensures that high level, responsive service is provided to current, future and past employees of the District related to employee benefits, programs and services.
6. Develops and implements effective human resources policies and procedures. Advises the Chancellor and the Board on policy issues and legal requirements for compliance. Consults with both special and general counsel on contract issues, litigation, and compliance issues.
7. Promotes the principle of diversity in employee recruitment, retention, and advancement practices. Fosters and advances diversity through hiring pools, outreach activities, and professional development.
8. Develops and oversees employee development programs and services that advance the workforce of the District.
9. Mediates employee grievances; represents the District in grievance hearings; directs disciplinary actions; intervenes in supervisor/employee relation problems. Receives, investigates, and seeks to resolve employee and student complaints of unlawful discrimination and harassment.
10. Directs and supervises the activities of the Human Resources department. Assigns work to, monitors, and evaluates the Human Resources staff; provides development opportunities to staff; and establishes standards of performance and methods of operation.
11. Participates in shared governance committees; develops and facilitates staff development and training activities, including employee orientation programs and mentorships. Chairs committees as assigned or required by role.
12. Participates in professional organizations and maintains an expert level of understanding of current ideas, research, and practices related to the areas of responsibility for this position.
13. Participates in local, regional, and state activities to promote the Riverside Community College District and the community colleges.
14. Performs other related responsibilities as may be assigned.

EDUCATION: An earned Master’s degree from a regionally-accredited college or university in a social or behavioral science field (e.g. human resources management, human development, personnel development, sociology, psychology), business administration, organizational development, or other directly-related field.

EXPERIENCE: A minimum of five years experience in an administrative position with no less than three years in a human resources leadership role is required. Proven experience in the development and implementation of Human Resources systems in a diverse and complex organization is required. Experience in an educational setting is preferred, inclusive of Title 5, and the California Education Code. Experience in a collective bargaining environment, preferably in a public school or higher education environment is preferred.

LICENSES/CERTIFICATIONS: Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) certifications or other related Human Resources license/certifications are desirable.

KNOWLEDGE OF: The preferred candidate will have a thorough knowledge of current principles and practices of human resources management, specifically in a higher education setting, including: employee recruitment and hiring; personnel policies; conflict management; collective bargaining;
employment law; compensation systems; benefits programs and services; supervision and staff development; conflict resolution; budget and fiscal management principles; strategic planning processes; and staff development and professional development programs.

In addition, the preferred candidate will have a thorough knowledge of California community college laws and regulations, Title 5, California retirement programs (CalSTRS and CalPERS), and California Education Code; and Federal law pertaining to higher education, including Title IX, ADA, COBRA, FMLA, FLSA, HIPPA, EEOC, the Affordable Care Act, and the Civil Rights Act.

ABILITY TO: The Vice Chancellor of Human Resources will have the ability to: establish effective working relationships with staff at all levels within the organization; understand the organizational complexity of a multi-college District; resolve problems in a timely manner; interpret and effectively analyze data; compile data and prepare accurate reports; communicate effectively both verbally and in writing; employ sophisticated management, organizational, and facilitation skills; establish and maintain effective working relationships with District employees and members of the community; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities; develop services and programs to support the development and advancement of employees; provide sound and responsive service to both internal and external entities and personnel.

PRINCIPAL CONTACTS: Chancellor; College presidents and other members of Chancellor's Executive Cabinet; bargaining unit representatives; management, faculty and staff; federal, state and local agencies; and others appropriate to the duties assigned.

WORKING CONDITIONS: Ability to perform in a standard office setting and travel to different RCCD sites and locations.

How to Apply:

This is a confidential search process. To ensure full consideration, application materials should be received no later than October 28, 2020. The position will remain open until filled.

To apply go to http://www.acctsearches.org and upload your documents.

Candidates will need to have the following information or materials available to complete the application:

1. A letter of application (not to exceed 5 pages) that succinctly addresses the opportunities and challenges identified in the Position Profile and demonstrates how the candidate’s experience and professional qualifications prepare them to serve as the Vice Chancellor of Human Resources & Employee Relations of Riverside Community College District.
2. A current resume including an email address and cellular telephone number.
3. A list of eight references: example, two to three supervisors, two to three direct reports and two to three faculty and/or staff members from current and former institutions.

For additional information, nominations or confidential inquiries please contact:
• Jose Leyba, Ed.D., ACCT Search Consultant, leyba.jose@gmail.com, (480) 620-2480 (mobile)

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