



PALO VERDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR OF EMPLOYEE RELATIONS, PROFESSIONAL DEVELOPMENT, AND DIVERSITY

NATURE OF THE POSITION

Under the supervision of the Assistant Superintendent/Vice President of Human Resources, the Executive Director of Employee Relations, Professional Development and Diversity oversees, coordinates, and supervises the day-to-day operations of the Human Resources talent acquisition and management processes; serves as the diversity, equity, inclusion, and accessibility (DEIA) champion; develops and implements programs for and promotes DEIA, professional development, and compliance throughout the district. Collaborates with senior leadership as a strategic partner to meet changing institutional and employee needs to promote a high performance and inclusive work culture, supports District-wide efforts in promoting education and an equity minded institution and embedding inclusive, culturally competent practices into the fabric of the institution. The Executive Director of Employee Relations, Professional Development and Diversity will effectively maintain and implement Human Resources policies, procedures, programs, and training that support strong employee-employer relations.

DUTIES AND RESPONSIBILITIES:

1. Leads, directs, and manages the operations and activities of the Human Resources Department including recruitment, selection, onboarding, equal employment opportunity, job classification, professional development recordkeeping management, personnel policies, performance management, contract administration, and employee relations, diversity, equity, inclusion, accessibility, and other related human resources functions.
2. Provides leadership in District efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment; designs, implements, advances, supports, and evaluates programs, initiatives, and activities to increase the diversity, ensure equity, and promote a culture of inclusiveness, respect, and belonging; serves as primary point of contact for the campus on issues related to diversity, equity, inclusion, accessibility and culture.
3. Develops, implements, and supervises employee recruitment, including advertising, job announcement, screening, selection, and evaluation processes which result in achieving a diverse and equity-minded workforce; reviews and recommends selection criteria and interview questions; participates in job fairs and outreach events; oversees the evaluation of the minimum qualifications of all applicants and ensures an adequate qualified and diverse applicant pool.
4. Participates in the development of strategic plans and initiatives; develops and implements work programs, processes, procedures, and policies required to achieve strategic initiatives and overall departmental results in alignment with district objectives and priorities.
5. Conducts training for search committee chairs and members on their roles and responsibilities, non-discrimination, implicit biases, Equal Employment Opportunity (EEO)

- compliance requirements; works collaboratively to provide support and training; creates, develops, and provides related training materials; establishes performance metrics to support accountability and ensure program delivery excellence.
6. Supports, implements, and promotes compliance with the EEO plan in all aspects of employment; encourages diversity in staffing, curriculum, programs, and services.
 7. Provides leadership, trains, supervises, and evaluates the performance of assigned personnel; works with employees to correct deficiencies; assigns duties and reviews work to ensure compliance with established standards, requirements, and procedures; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and termination; identifies and encourage professional development programs for assigned personnel.
 8. Develops and monitors budgets and allocates resources within budget constraints to maximize budgeted resources for the Human Resources Department; analyzes and reviews budgetary and financial data.
 9. Coordinates and conducts new hire onboarding orientation and programs to develop engagement and support employee satisfaction and retention; oversees offboarding process and completes exit interviews.
 10. Oversees the development of professional development programs; identifies outside training opportunities in such areas as leadership, management, technical skills; collaborates in setting professional development priorities; implements staff training and development programs that ensure compliance with mandatory requirements and support personal and organizational development.
 11. Develops, implements, and analyzes District-wide survey to assess campus climate to promote equitable retention; assists in developing and implementing programs and training based on responses.
 12. Maintains classification and compensation structures as it pertains to organizational development and position control including the creation and maintenance of job descriptions; supervises preparation of employee contracts; processes employee reassignments, transfers, and separations; oversees and confers salary placement and advancement.
 13. Serves as the District contact for Live Scan fingerprinting Services with appropriate state and federal agencies; maintains electronic fingerprinting records; notifies Vice President of investigation reports for new employees and volunteers.
 14. Directs and monitors personnel evaluations; continuously reviews, evaluates, and recommends performance evaluation tools to administer effective performance evaluations; advises supervisors of problems with procedures or content; conducts training as needed on evaluation processes.
 15. Provides support to administrators and managers in administering corrective action and disciplinary processes in compliance with state/federal laws, board policies, administrative regulations, and labor contract provisions; provides consultation and advice to management and employees on the progressive discipline process.
 16. Monitors and accurately interprets, explains, implements, and articulates compliance with all District, State, and Federal standards, requirements, laws, codes, rules, regulations, and policies; ensures assigned programs and activities comply with those provisions.
 17. Contributes to the development of District labor relations strategy; takes minutes and notes during contract negotiation sessions, prepares collective bargaining proposals, assists with research as assigned for supervisor, cabinet members, and negotiations team members; reviews tentative agreements and proposed Memorandums of Understanding; ensures adherence with all collective bargaining contracts.

18. Provides highly responsible and complex administrative support to the Assistant Superintendent/Vice President of Human Resources; develops, recommends, evaluates, and implements policies, procedures and standards designed to improve efficiency and effectiveness of services provided by the Human Resources department.
19. Assists with legal matters, disciplinary procedures, complaint and investigation processing, collective bargaining, and union matters; supports the resolution of employee complaints or grievances.
20. Acts as Deputy Title IX Coordinator in the absence of the Assistant Superintendent/Vice President of Human Resources including assisting with campus investigations which may include conducting investigations and writing reports.
21. Coordinates with medical providers, managers, and other designated entities to discuss injuries, leaves, return to work; assists with the interactive discussion process for accommodation requests, reviewing essential functions of classifications; informs individuals with disabilities and District managers related to their rights, responsibilities and legal framework supporting interactive process and reasonable accommodations.
22. Independently manages specialized functions or projects as assigned; makes decisions in accordance with State and federal laws and regulations, policies, and procedures, and applies them to problem situations.
23. Prepares reports, resolutions, information items and other materials for Board of Trustees meetings.
24. Plans, organizes, prepares, and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
25. Works closely with the Payroll and Benefits Manager to promote innovation and collaboration between Payroll and Human Resources functions.
26. Promotes the District's commitment to climate of equity and inclusion through interaction with individuals and agencies inside and outside the college; assists in the development of a network of community resources to promote DEIA.
27. Operate a variety of office equipment including a computer and assigned software; type and input data accurately; oversee automated record-keeping and reporting functions related to assigned programs and functions; learn and applies emerging technologies.
28. Maintains association with relevant professional organizations and activities and awareness; attends conferences, trainings, and workshops related to assigned area; participates in District committees and commitment to shared governance.
29. Performs other related duties as assigned.
30. Acts as Chief Human Resources Officer in the absence of the Assistant Superintendent/Vice President of Human Resources

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Professional management practices, principles, and trends related to Human Resources management, labor relations, DEIA programs, and personnel development.
2. Equal Employment Opportunity laws, California Education Code, Title V and IX, relevant collective bargaining contracts, HIPPA/FERPA regulations.
3. Principles and practices of administration, supervision, and training.
4. Personnel recordkeeping systems and requirements.
5. Job analysis and evaluation methodologies.
6. Recruitment procedures and practices.

7. Applicable laws, codes, regulations, policies, and procedures including employment discrimination laws.
8. Investigative practices related to employment complaints.
9. Budget preparation and control
10. Current technologies, personal computer, and associated office software
11. Oral and written communication skills.
12. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

1. Plan, formulate, organize, and direct a variety of Human Resources projects and related matters.
2. Analyze situations accurately and adopt an effective course of action.
3. Deliver clear and concise oral presentations.
4. Demonstrate consensus-building skill.
5. Coordinate a District-wide training program for employees.
6. Conduct informal and formal employment complaint investigations as required by law.
7. Use independent judgment and take initiative in solving problems and making decisions.
8. Demonstrate initiative, creativity, and assertiveness in developing new programs.
9. Train, supervise, and evaluate the performance of assigned personnel.
10. Communicate effectively both orally and in writing.
11. Interpret, apply, and explain rules, regulations, policies, and procedures.
12. Establish and maintain cooperative and effective working relationships with others.
13. Work effectively under pressure with multiple responsibilities and projects.
14. Operate a computer and assigned office equipment.
15. Work independently with little direction.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major course work in business, management, organizational development, personnel management, public administration, or related field.
2. Three (3) years of increasingly responsible experience in human resources, equal employment opportunity, or DEIA programs.
3. Exemplary written, oral, and personal communication skills.
4. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold and maintain a valid driver's license.

PREFERED QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. Experience in the California Community College system.
3. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.

2. The incumbent must be able to perform the essential functions of the job, with or without reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified/Management position.
2. Row 8 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.