

RIO HONDO COMMUNITY COLLEGE DISTRICT
ASSISTANT DIRECTOR, HUMAN RESOURCES

DEFINITION:

Under the direction of the Vice President, Human Resources, plan, organize, and direct operations and management of the Human Resources Department; develop and implement personnel policies and procedures; provide oversight for the recruitment, employment, benefits, systems, classification, professional development and other functions; ensure compliance with applicable policies, procedures, laws and regulations; supervise and evaluate the performance of assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- a. Serve as liaison to faculty, staff, students, and departments to provide human resources services; develop and implement new initiatives including webpage development and online programs to increase and improve sustainability. E
- b. Develop and implement policies and procedures, and ensure compliance with policies procedures, laws and regulations related to Human Resources; provide advice on contract interpretation issues; disciplinary and staff relations and serve as a liaison to the Staffing Committee. E
- c. Provide oversight for recruitment and employment functions; serve as resource with staffing decisions; plan and organize outreach efforts and recruitments for employment of staff and faculty; develop and implement hiring orientations and committee monitor training programs; make job offers and provide oversight for transition of candidates with hiring and orientation processes. E
- d. Train, supervise and evaluate the performance of assigned staff; facilitate the process of interview, transfers, reassignment, termination, and disciplinary actions. E
- e. Conduct classification reviews, in collaboration with the Vice President of Human Resources, in the review of the District's classified employees and job classifications; organize and lead the committee review process. E
- f. Serve as a liaison to employees and supervisors with management classification studies; collaborate with the management team in the review of job descriptions for appropriate language and determination of salary range; communicate and implement outcome of studies. E
- g. Provide oversight and work direction for staff in Professional Development activities and opportunities; develop and provide trainings for faculty, staff and students. E
- h. Participate in accreditation studies related to Human Resources; participate in strategic planning activities; implement special projects. E

- i. Oversee Human Resource operations in the absence of the Vice President; participate in facilities planning, staffing and other initiatives. E
- j. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs. E
- k. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. E
- l. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities. E
- m. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information. E
- n. Develop and prepare the various Human Resources operating budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities. E
- o. Plan, organize and oversee employee recognition events including retirement receptions and other staff events. E
- p. Perform other related duties as assigned.

KNOWLEDGE OF:

- Principles of Equal Opportunity Employment hiring, supervision, training, performance evaluation and discipline.
- Principles and techniques of job analysis and administration of position classification and compensation plans.
- Bargaining processes.
- Leadership, team building, motivation and conflict resolution theories and techniques.
- Employment testing and candidate assessment practices and legal requirements.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures affecting employment and employment practices.
- Interpersonal skills using tact, patience and courtesy.
- Uniform guidelines of employee selection procedures.
- Administration of Human Resources systems and programs.

ABILITY TO:

- Effectively train, supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze data and situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain confidentiality of sensitive information.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited institution, Master's degree preferred, AND
- Three years of responsible professional human resources experience, AND
- Evidence of demonstrated cultural competency in serving the diverse academic, socioeconomic, gender identity, sexual orientation, racial, and cultural backgrounds of community college student populations, including students with differing abilities (physical and/or learning), as these factors related to the need for equity-minded practices.

PREFERRED EXPERIENCE:

- Previous experience in a large, public sector educational environment

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

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- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: 8/11/2021

Revised Date: 4/14/2022

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.