|  |
| --- |
| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**DIRECTOR OF HUMAN RESOURCES/EEO OFFICER**

**DEFINITION:**

Under the direction of the Superintendent/President, the Director of Human Resources is responsible for the overall recruitment and development of employees at Feather River College. This active leadership position coordinates the operations and activities of the Human Resources Office and serves as the District's Equal Employment Officer, employee ADA accommodations, and Title IX compliance officer. Works cooperatively with all divisions and departments in routine matters designed to ensure efficient, accurate, and effective personnel practices and equal employment opportunities. The Director of Human Resources oversees effective recruitment, onboarding, orientation, training, professional development, benefits, retention, and support in an inclusive and welcoming environment that develops all personnel in support of student learning.

**CLASSIFICATION:**

* FLSA Exempt
* Administrator
* Date Modified: April 2022

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

***Leadership in Human Resources***

* Provides lead support and overall development of District personnel, including professional development, benefits, salary, and employee relations
* Directs the operation and accuracy of Human Resources including the processes and procedures of employment, salary placement, promotion, transfer, termination, and reduction in force for all District personnel
* Directs the recruitment and selection of District personnel, monitors procedures and practices for compliance with established hiring policies and EEO guidelines; coordinates and approves processes and materials
* Supervises the maintenance of personnel records, employment contracts and independent contractor contracts
* Develops, interprets, explains, revises, and administers Human Resources policies and regulations; provides database management and development
* Reviews related legislation affecting community colleges; apprises others of pending and actual changes to current practices
* Maintains classification/compensation systems; monitors reclassification reviews and salary surveys; analyzes information, renders reports and makes recommendations; develops position descriptions
* Manages the employee health and welfare benefit program, including membership
* Prepares the annual budget for salaries and benefits for all employees
* Prepares and maintains a variety of files and records, including workers’ compensation and accident/injury files and reports, student insurance, unemployment, disability, and life insurance
* Serves as the data custodian for Human Resources Module of the District’s database software system, including management of the Human Resources database
* Collects data and prepares reports in response to federal, state and local requirements, including responses to DFEH and EEOC; monitors compliance with relevant federal, state, and local laws, rules, and regulations
* Works with the Information Services department to submit state and federal reports such as IPEDS and MIS reporting
* Works actively with Business Services and the Payroll Department to ensure timely and accurate input of information so that payrolls are issued effectively
* Provides advice on District Human Resources functions; monitors personnel practices for compliance with Board policy, collective bargaining agreements, and governmental regulations
* Provides office staff supervision including selection, training, coordination of tasks, assignment of priorities, and conducting performance evaluation
* Conducts or coordinates sexual harassment complaint investigations under Title IX regulations
* Serves as Department of Transportation Federal Highway Administration Drug and Alcohol Testing Program Manager
* Prepares a variety of items for Board review or approval including the Board agenda
* Represents the District as a member of the collective bargaining team(s). May represent the District in negotiations and/or grievance processes
* Receives and resolves complaints, grievances and employee disciplinary problems and monitors disciplinary actions; discusses personnel and/or compliance situations with staff and attorneys; investigates as appropriate and prepares related reports
* Provides information and serves as a resource to employees regarding their rights, classification, requirements, benefits, retirement, compensation and other related items
* Oversees professional development activities, in collaboration with others
* Effectively communicates to the public or to employees on behalf of the District or Superintendent/President when required
* Performs other related duties as assigned

***Equal Employment Officer***

* Provides a model for transparent communication and solutions-oriented conflict resolution
* Coordinates the recruitment and selection of District personnel, monitoring procedures and practices for compliance and effective implementation
* Coordinates and provides training for employees regarding laws, regulations, policies, and procedures for EEO, staff diversity and inclusion, employee safety and awareness, unlawful discrimination, sexual harassment, and leaves and accommodations.
* Supports and advances diversity, equity, and inclusion (DEI) throughout all District operations
* Provides documentation and information related to affirmative action, EEO and ADA requirements, receives and investigates complaints regarding EEO, ADA, 504 and related regulations; serves as the Equal Employment Opportunity Officer
* Reports annually to the Superintendent/President on the status of recruitment and hiring and the meeting of equal employment opportunity goals as well as State, Federal and Board approved goals related to diversity in hiring
* Monitors applicant tracking for equal employment purposes
* Remains current on California Community College Chancellors Office commitment to diversity, mandated reporting and implementation of “model plan” from the Chancellors Office
* Performs other related duties as assigned

**Knowledge of/Skills in:**

* Relevant Federal, State, and local laws, regulatory codes, ordinances, and procedures.
* Technical, legal, financial, and public relations problems and issues associated with the management of human resources programs.
* Integrated database management systems, including effective communication and analysis from data-informed decisions
* Budget development and monitoring
* Title 5 of CCR, Title VII, Title IX, ADA, OSHA and workers’ compensation laws, rules, and regulations; principles and practices of human resources administration; collective bargaining regulations and bargaining unit contracts
* Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
* College accreditation procedures, practices, and standards
* The development, implementation, and assessment of student learning and/or service area outcomes.

**Ability to:**

* Plan and implement personnel procedures; organize effective office management procedures; work effectively under stress; implement computer applications for personnel and equal employment opportunity functions.
* Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills in working with diverse college constituencies including administration, faculty, classified staff and students.
* Negotiate among different constituency groups with diverging interests to achieve a shared understanding and commonality of purpose.
* Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
* Deliver formal presentations.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree in human resources, public administration, general business, business management, personnel management, industrial relations, or related field from an accredited college or university
* Two years of related work experience
* Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students and staff

**DESIRABLE QUALIFICATIONS:**

* Master’s degree in related field
* Human Resources leadership experience
* Previous experience working in community colleges or higher education
* Previous commitment and experience in advancing diversity, equity, and inclusion initiatives
* Successful experience in personnel development
* Previous collective bargaining experience
* Expertise or experience in database software implementation and maintenance; ability to facilitate implementation of complex processes involving multiple departments
* Familiarity with continuous quality improvement in complex institutions, and with data-based decision-making

**PHYSICAL EFFORT/WORK ENVIRONMENT**: The physical abilities involved in the performance of essential duties are:

*Ability to perform the following with or without reasonable accommodation:*

* Operate computer and related software, including knowledge of standard office software, including email, word processing, spreadsheets, and presentations
* Vision sufficient to read handwritten, and printed documents and computer screens
* Speech and hearing sufficient to communicate in person and by phone
* Manual dexterity sufficient to use a variety of office equipment and tools, computer keyboards, and to manipulate papers
* Mobility sufficient to move throughout the work site

This work is performed indoors under general office conditions.