



## Associate Director, Human Resources

Management Range: 17

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Associate Director, Human Resources is responsible for managing, planning, coordinating and implementing the comprehensive human resources and employment programs of the District. Provides policy interpretation for managers and administrators and participates in union negotiations. The Associate Director, Human Resources is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

#### **Human Resources Functions**

1. Administers the day-to-day operations of the human resources programs and activities.
2. Directs district wide human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assists with establishing and maintaining related time lines and priorities; assures related activities comply with applicable standards, requirements, laws, codes, rules, regulations, laws, codes, rules, regulations, policies and procedures.
3. Oversees, administers, and updates the employee file system, employee performance evaluation program, and Human Resource Information System (HRIS); coordinates quality assurance procedures and manages troubleshooting related to HRIS.
4. Manages and recommends improvement to employee files systems and is responsible for oversight of all employee information and master files, including security and confidentiality, information management best practices, and other impacts.
5. Analyzes jobs, conducts job classification and compensation studies; develops salary, benefit, budget, and other statistical data as needed. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.
6. Provides guidance on employee disciplinary actions, grievances, and conflict resolution.
7. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information and assure proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others and necessary.
8. Participates as a member of the management negotiating team. Contributes to the development of a labor relations strategy; coordinates administration, provides interpretation and ensures adherence to collective bargaining agreements; assists with negotiations and analysis during the collective bargaining process/ensures adherence and compliance to union collective bargaining agreement and California Education Code. Implements the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.



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9. Maintains salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
10. Plans, prioritizes, directs, coordinates, evaluate, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
11. Provides consistent interpretation/application of human resources policies and procedures.
12. Participates in the formulation, development and analysis of personnel policies, procedures, rules, and regulations. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
13. Performs related duties as assigned

### **Payroll Functions**

1. Develops and maintains the integrity of the payroll processing systems including, but not limited to, accurate and confidential payroll and attendance records, pay calculations, time sheet and employment verification, new hire information, and voluntary deductions.
2. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for payroll district operations and services including the preparation and maintenance of general ledger, financial reporting, year-end, payroll warrants and other disbursements.
3. Assists in retirement reporting and auditing.
4. Maintains familiarity with all aspects and procedures of the District's payroll office, including compliance with Budget and Accounting Manual.
5. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for processing District wide payroll including preparing, monitoring, reconciling, analyzing, and maintaining of payroll records.
6. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
7. Participates in year-end closing of the general ledger for year-end financial reporting.
8. Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.
9. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of payroll related accounting operations; incorporates new developments as appropriate into programs.
10. Provide leadership to implement and administer district compliance to California and other states', federal, IRS, and other applicable regulations.



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### Benefit and Leave Administration

1. Oversees the administration of the employee leave program.
2. Ensures workers' compensation leaves of absence coordination with FMLA and other required laws.

### **MINIMUM QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.
- Principles and practices of job development, evaluation, and classification techniques.
- Compensation principles, practices, methods and techniques.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principle and practices of records and personnel file management.
- Pertinent federal, state, and local laws, codes and regulations, relating to California Education Code, and Title 5.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive human resources management program.
  - Oversee, direct, and coordinate the work of lower level staff.
  - Participate in the selection and recommendation, supervision, training, and evaluation of staff.
  - Participate in the development and administration of goals, objectives, and procedures for assigned area.
  - Gather and analyze data and situations and make appropriate decisions.
  - Prepare present comprehensive, concise, clear oral and written reports.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
  - Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities
  - Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
  - Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.
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- Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work.



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### **Education/Training:**

- A Bachelor's degree in public administration, human resources, business administration or a related field.

### **Required Experience:**

- Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.
- **License and Certification:**  
Valid California Driver's License.

### **Preferred Experience:**

- Master's degree in human resources, public administration, or business from an accredited college or university.
- Experience in the California Community College system or in public higher education.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.