



# District Director, Human Resources, Retirement, and Payroll Services

Management Range: 23

Board Approved: 06/13/2024

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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 general direction of the Vice Chancellor, Human Resources, Environmental Health and Safety, Police, and Payroll Services, plans, organizes, controls, directs, and evaluates District-wide employee services, functions, programs, and services, including benefits, Payroll operations and reconciliation, employee records administration, retirement reporting, human resources computerized systems, and business processes. Responsible for ensuring the continuity, effectiveness, and successful delivery of Human Resources employee services to district employees.

## **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

### Human Resources Functions

1. Oversees and provides leadership for 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; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, laws, codes, rules, regulations, policies and procedures.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Leads and directs activities to support integration of HR Management Information Systems (MIS) technology and business processes to ensure a systems approach to implementation. Ensures customer service/employee services needs are met.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Responsible for operational efficiency, utilizing all HR systems' capabilities to maximize the effectiveness of Human Resources business processes. Identifies local, State, and national trends in human resources administration; develops and recommends new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's Human Resources employee services projects and programs; oversees the maintenance of the HR Procedures Manual.
7. Represents the District in matters pertaining to EEO and Diversity; prepares cases and represents the District in fact-finding hearings concerning EEO before State and federal regulatory agencies.
8. Participates in collective bargaining negotiations and contract management for the District and advises managers on matters relating to labor/employee relations; provides data as needed for decision-making.



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9. Counsel district managers, supervisory personnel, and others on interpretation and clarification of collective bargaining agreements; conduct in-service training for managers and supervisors on contract provisions, policies, and procedures, as needed.

## Retirement Administration Functions

1. Provides oversight and performs a variety of complex tasks for the District's Retirement reporting functions to ensure compliance.
2. Conducts internal audits and reviews of retirement reporting to ensure accuracy and compliance; participates in external audits and ensures accurate and timely completion.
3. Resolves discrepancies related to retirement reporting and benefit calculations.
4. Stays current with changes in laws, regulations, and policies affecting retirement benefits and administration.

## Payroll and Health and Welfare Benefit Administration Functions

1. Provides oversight and leadership for the District's payroll functions to ensure compliance and the integrity of the payroll processing systems.
2. Provides oversight and leadership for the District's Health and Welfare Benefit program administration.
3. Assists in legal issues related to employee benefits and payroll operations. Administers collective bargaining agreements to ensure consistent District-wide implementation on issues related to benefits and payroll.
4. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to payroll, benefit, and leave administration programs, policies, and procedures as appropriate.
5. Stays current on all pertinent legislation, rules, regulations and court decisions affecting the District's payroll and benefits administration.
6. Maintains familiarity with all aspects and procedures of the District's payroll office, including compliance with Budget and Accounting Manual.
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.

## General Functions

1. Plans, directs, coordinates, 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.
2. Counsel district managers, supervisory personnel, and others on the relevance of federal and State laws affecting assigned functional areas.
3. Participates in the development of the human resource department's budget process.
4. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.



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5. Develops and administers the budget for assigned areas; may participate in the development and administration of grants related to assigned areas/programs.
6. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
7. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
8. Represents the district at professional meetings, public functions and maintains involvement in community activities.
9. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
10. Performs related duties as required.

## **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 a human resource administration program.
- Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.
- Principles and practices of program development and administration.
- Methods and techniques of collective bargaining and contract negotiation.
- Principles and applications of recruitment and equal employment opportunity.
- Operational characteristics of human resource information systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

### **Ability to:**

- Oversee and participate in the management of a comprehensive human resource 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.
- Provide leadership for the successful implementation of a new Human Resources Information System.
- Gather and analyze data and situations and make appropriate decisions.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Prepare and present comprehensive, concise, clear oral and written reports.



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- Participate in collective bargaining negotiations and contract administration.
- 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 Human Resources functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

**Required Experience:**

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

**Preferred Experience:**

1. Human Resources experience in the California Community College System.
2. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
3. Demonstrated 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.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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.



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**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.