



ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

Certificated Administrator Position

Open until filled, priority consideration date of Tuesday, June 30, 2015

The District believes in a close relationship among students, faculty, staff and the community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of equal opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures. The District encourages applications from all qualified applicants.

GENERAL RESPONSIBILITIES

Under general direction of the Superintendent/President, plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, employee record-keeping, labor negotiations, contract administration, policy development, labor relations, benefits, and staff development functions; coordinate and direct personnel, resources, communications and information to meet district needs; supervise and evaluate the performance of assigned personnel.

PRIMARY DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustration of the various types of work that may be performed.

- Plan, organize, control and direct district-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, contract administration, policy development, labor relations and staff development functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures;
- Coordinate and direct personnel, resources, communications and information to meet district needs; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies;
- Collaborate with the Executive Vice President of Administrative Services to coordinate the workflow between Human Resources, Benefits and Payroll to ensure meeting of timelines and accuracy;
- Provide consultation and technical expertise to administrators, faculty, staff, the public and others concerning Human Resources operations and activities; develop and revise job descriptions, resolve issues and provide technical information concerning labor relations, recruitment, evaluations, benefits, payroll, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies;
- Plan and coordinate the recruitment and selection of all District employees; develop recruitment guidelines and processes to ensure equal opportunity and diversity in the appointment, promotion, transfer, reassignment, retention and termination of employees; assure the fair, consistent, efficient, and objective interpretation and application of human resources policies and procedures;

- Serve as the District's Title IX Coordinator for employees;
- Plan, organize and direct the District's EEO program, serve as the District Equal Employment Opportunity, and Section 504 Compliance Officer, including responding to unlawful discrimination complaints; compile and analyze related data and prepare reports; review data to evaluate the effectiveness of employment practices; monitor the adherence of the District hiring process according to diversity guidelines and to evaluate appropriate modifications to the District's EEO plan;
- Facilitate requests by employees and supervisors for American Disabilities Act accommodations;
- Oversee and ensure that the Workers' Compensation services for employees, preparation of claims, reports and related documents are prepared in a timely manner;
- Participate in collective bargaining negotiations with employee organizations and processes as a member of the District's collective bargaining team; communicate and advise District negotiating team members regarding proposed contract changes.
- Interpret, monitor, and assist with compliance of collective bargaining agreements; develop and promote employee relations practices to maintain positive employer-employee relations;
- Prepare Memorandums of Understanding and labor contract agreements. Facilitate the districtwide distribution of such documents for timely and consistent implementation;
- Administer the discipline process including reprimands, suspensions, demotions, and dismissals as outlined in Ed Code, Board Policies, and Collective Bargaining Agreements. Coordinate related hearings; administer the employee formal and informal grievance procedures; in consultation with affected administrators, conduct and/or direct investigations and hearings as appropriate; serve as hearing officer, coordinate with legal counsel and make recommendations to the Superintendent/President and Board of Trustees as appropriate; mediate employee grievances and facilitate resolution;
- Direct the contracting and administration of employee health and welfare benefit programs to include medical, dental, vision, life, and disability plans for eligible personnel; evaluate and make recommendations for plan modifications, alternate providers and benefit structure; assure compliance with applicable laws and policies; direct the administration of the District's COBRA benefit program; administer the District's workers compensation benefit program; facilitate communication and education of employee organizations;
- Develop and maintain a comprehensive classification plan for positions within the District; conduct studies related to compensation, benefits, and classification of positions in the District; audit positions, recommend new classifications as needed, and allocate positions using established methods of job evaluation; gather, analyze, and interpret compensation and benefits data;
- Plan, develop, and administer the annual budget for the Human Resources Department; review, analyze, and make recommendations on budget and financial data; monitor, control, and authorize expenditures in accordance with established District and department budget procedures; maintain appropriate records and documentation according to District purchasing policies and procedures;
- Plan, organize, and administer the preparation and maintenance of personnel records, files, and data as required by State and federal laws and regulation, as well as District policies and procedures; develop appropriate records storage and retention systems and schedules; assure adequate documentation related to employee selection, promotion, and separation;
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of direct subordinates;

- Evaluate, recommend, and implement techniques to improve department policies and practices, increase efficiency and keep abreast of current trends and practices in the field of community college human resources administration;
- Represent the Human Resources Department at Board of Trustees meetings and present verbal and written information as required; provide technical expertise, information and assistance to the Superintendent/President; communicate with other District administrators, personnel and contractors to coordinate activities, programs and services, resolve issues and conflicts and exchange information; work cooperatively as a member of the District's Executive Management team toward the achievement of its goals and objectives; provide leadership consistent with the mission and function of the District;
- Lead or participate in District or College committees, initiatives, teams, or ad-hoc groups; responsible and accountable for completion of assigned tasks when serving on such groups;
- Recommend, plan, design, and implement training sessions for employees throughout the District as needed; plan, schedule, and arrange for trainers/facilitators to present appropriate staff development activities and sessions; Serve as co-Chair of the Professional Development Committee.
- Plan, organize, prepare, or direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; plan, organize, and present a variety of written and oral reports to the Board of Trustees, Superintendent/President, District Management Team and other District constituent groups;
- Perform other related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Required

- Equal Employment Opportunity regulations;
- Wage and salary administration, job analysis and job description, work performance evaluation and discipline; and
- Principles of supervision.

Preferred

- Knowledge of California Education Code and Government Code (Title 5), STRS, PERS, and Affordable Health Care regulations pertaining to community college employees;
- Knowledge of regulations pertaining to Title IX compliance;
- Knowledge of payroll laws and practices;
- Experience working with an integrated software system;
- Knowledge and Experience with Industrial Injury and Illness (Workers' Compensation Insurance) laws and practices; and
- Knowledge of ACCJC Accreditation standard IIIA, Human Resources.

Ability to:

- Ability to grasp concepts and to facilitate process development and implementation, and problem resolution within regulatory parameters;
- Ability to listen, grasp, recall, and work with detail, including but not limited to laws and regulations, contractual provisions, policies and procedures;

- Ability to work with interruptions, constant deadlines, and multiple assignments simultaneously;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

MINIMUM QUALIFICATIONS

EDUCATION:

Required

- Baccalaureate degree from an accredited institution preferably in human resources management, industrial relations, public administration, or business administration preferred. Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Preferred

- Master's degree in one of the above;
- Coursework or professional training in labor contract negotiation, implementation, and arbitration. Job experience may be considered equivalent.

EXPERIENCE:

Required

- Five years progressively responsible experience in human resources administration, or labor relations, three of which are in a management capacity.

Preferred

- Community college experience within the human resources function;
- Educational agency experience;
- Management level experience directing a program involving the implementation of laws and regulations, supervision, and budget administration; required experience and an applicable master's degree may be considered equivalent to preferred experience.

ANTICIPATED STARTING COMPENSATION

Starting at \$93,390.00 to \$120,451.00 based upon education and experience. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

ANTICIPATED START DATE

This position will remain open until filled.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Tuesday, June 30, 2015**. Application materials must be mailed, hand delivered, or e-mailed. E-mails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/ university course work (need not be official). Transcripts from countries other than the United States must be evaluated by an agency that is a member of the National Association of Credentials Evaluation Service (NACES).
5. Three (3) letters of recommendation, current within the last three (3) years, addressing your professional and interpersonal skills.

Application forms may be obtained from www.taftcollege.edu.

Send all application materials to: Taft College
Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: (661) 763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

WORKING CONDITIONS

Taft College is a tobacco free campus.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

BENEFITS

The District provided health, dental, vision and life insurance for the employee, spouse and dependents. The District and the employee contribute to the State Teacher's Retirement System or the California Public Employee's Retirement System.

GENERAL INFORMATION

Taft is located in the foothills at the southwestern edge of the San Joaquin Valley, just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic Recreation area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

MISSION STATEMENT

Taft College is committed to student learning in transfer and vocational programs supported by pre-collegiate basic skills and a wide range of student services. All programs and services are focused on the education needs of the WKCCD learners.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.