

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, Human Resources	Management Team Educational Administrator	Range: 15.0	Days: 224

## **JOB DESCRIPTION:**

Under general direction, plans, organizes, directs and implements the comprehensive human resources program for the Sonoma County Junior College District.

## **SCOPE:**

The Director, Human Resources manages a comprehensive, fully integrated human resources department at the District level, providing personnel services for all segments of the college, including interpretation and implementation of major policies and procedures, selection and evaluation of management, confidential and classified staff, and program budget development and monitoring.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Confers with senior management, legal counsel and other personnel regarding disciplinary problems, grievances and other related personnel problems; makes recommendations and implements solutions to resolve problems.
2. Administers, interprets and implements collective bargaining agreements for faculty and classified staff. Participates in the collective bargaining process as the chief negotiator with the classified unit.
3. Develops, administers, interprets, and recommends changes in personnel policies and procedures.
4. Provides overall management for the recruitment and selection activities of classified, faculty and management staff.
5. Analyzes and evaluates position classifications and makes recommendations for new management job descriptions; directs, administers, and coordinates the maintenance of the position classification system and compensation schedule for all employee groups.
6. Provides overall system management for the processing of personnel transactions, the personnel agenda for the board, and the maintenance of personnel records.
7. Provides overall management for the fringe benefits program and coordinates the New Employee Orientation program for classified staff and managers in conjunction with the Resource Center for Faculty and Staff Development.
8. Provides overall management for the unemployment insurance and worker's compensation claims processing for the District.

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9. Provides overall management for the computerized personnel data system including position control, the classified employee evaluation program, vacation, sick leave, and CTO record keeping for the District.
10. Prepares periodic and special reports needed for presentation to the Board of Trustees.
11. Serves on District-wide committees or chairs ad hoc committees as appropriate.
12. Represents the District in local, regional and state-wide meetings and committees.
13. Performs other duties as assigned by the Vice President of Business Services.

### **KNOWLEDGE OF:**

1. Principles and practices of personnel administration, including recruitment and selection of personnel.
2. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
3. Job analysis methods and techniques.
4. Administration of position classification and compensation plans.
5. Budget processes.
6. Federal, state and local laws and regulations affecting employment and employment practices.
7. Collective bargaining practices.

### **ABILITY TO:**

1. Apply the principles, methods and techniques of personnel and human resource management, including the interpretation and application of legal provisions and requirements related to employment and affirmative action.
2. Plan, organize, direct and supervise a District function including managing, motivating and leading a team of employees.
3. Direct and/or perform difficult and responsible technical work and objective data analysis.
4. Communicate clearly, both orally and in writing.
5. Relate effectively with a wide diversity of students, faculty, staff and community members.
6. Perform consistently under pressure of deadlines and other administrative demands.
7. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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### **QUALIFICATIONS:**

*Education:*

Master's Degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

*Experience:*

One year of formal training, internship or leadership experience reasonably related to this assignment.

*Preferred Qualifications:*

Experience as a chief labor negotiator.

### **SUPERVISION RECEIVED:**

The Director, Human Resources reports to the Vice President of Business Services.

### **SUPERVISION EXERCISED:**

The Director, Human Resources provides overall management of the activities of the Human Resources Department and the supervision of the management, confidential and classified staff assigned to the department.

Board Approved: 02/12/02  
Revised 07/19/06