

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Vice Chancellor, Human Resources and Equal Opportunity

Job #07-076

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Vice Chancellor, Human Resources and Equal Opportunity**.

POSITION PROFILE:

Reporting to the Chancellor, the Vice Chancellor of Human Resources and Equal Opportunity plans, organizes, directs, and actively leads the administration of Human Resources services, programs and activities for the District. Promotes, directs, implements, and coordinates staff diversity and Equal Opportunity programs. Directs labor relations including service as chief negotiator for four collective bargaining units. Develops, assigns, supervises, and evaluates staff. Advises and counsels senior and executive administration and the Board on policy, legal requirements, and the impact of legislation on employees, and develops and presents policies in response to legislation and District needs. Represents the District in grievances, arbitration and employee related legal actions. Evaluates discrimination and sexual harassment complaints, and oversees department issues, such as budget, operations and procedures.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Develop and implement an effective Human Resources system including policies and procedures. Advise the Chancellor and Board on policy, legal requirements and compliance. Coordinate Human Resources activities and services to support the college community in meeting the District's mission. Serve as chief negotiator for the District for four unions: the Faculty Association, SEIU, CSEA, and Teamsters, as well as meet and confer with Administrative Association and Confidential employees. Interact with and respond to other employee groups such as Classified and Academic Senates to meet needs, develop programs, and respond to problems. Serve as chief Diversity Officer for the District. Coordinate the District's diversity efforts, compliance with equal opportunity rules and Title 5 regulations. Promote principals of diversity in all District policies and procedures including employee recruitment, retention, advancement and training. Coordinate, facilitate and supervise the District discrimination complaint process. Mediate and conciliate employee grievances. Represent the District in grievance hearings, and direct disciplinary actions. Intervene in supervisor/employee relations' problems. Consult and work closely with legal counsel on contract issues, litigation, and compliance issues. Develop and oversee complex classification systems and competitive compensation plans for all employee groups that are fiscally sound, and that substantially recognize employee contributions to the District. Direct employment services including recruitment, selection, initial employment, and retention of District staff. Provide training in effective employment practices.

Integrate employment goals with diversity goals. Provide leadership in planning and administering employee benefits program including medical, dental, life, vision, workers' compensation, and FSA plans. Direct and supervise the activities/services of the Human Resources staff in providing services to faculty, staff, and administrators for classification, training, and performance evaluations. Assign, evaluate, and provide development opportunities to HR staff. Provide leadership and participate in shared governance committees. Develop and facilitate staff development, training activities, and opportunities. Supervise the Director of Human Resources, HR Specialists for Classified, Management, and Faculty, Benefits Manager, Benefits and Workers Compensation Analyst, Classification and Employment Services Supervisor and the Executive Assistant/Human Resources.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's Degree.
3. Three years of progressively responsible management experience in a complex human resources environment.
4. Demonstrated knowledge of federal and state laws and regulations, statutes and court decisions relating to human resources, employer-employee relations and equal employment opportunity.

PREFERRED QUALIFICATIONS:

1. Human Resources administrative experience in higher education including employer-employee relations, collective bargaining and equal employment opportunity.
2. Knowledge of Board policy development and implementation.
3. Working knowledge of health and welfare benefits, Workers' Compensation, classification and compensation systems.
4. Labor relations experience with large, well-established bargaining units.
5. At least one year of leadership experience in the principles and practices of diversity and Equal Opportunity.
6. Five years Human Resources experience in a community college, preferably a multi-college district.
7. Knowledge of California Education Code, Government Code, Title 5 and other relevant codes including state and federal labor codes/laws.

-OVER-

Other Skills, Knowledge and Abilities:

1. Demonstrated experience in mediation and conflict resolution, arbitration rules, and legal remedies.
2. Experience with Human Resources systems.
3. Ability to work cooperatively with technology staff to improve HR technology applications and to plan, define, evaluate and implement new and innovative HR technology projects.
4. Ability to communicate effectively, both orally and in writing, including writing complex proposals and reports and delivering effective oral presentations to diverse groups.
5. Skill and ability in building trust among all constituencies in the district.
6. Ability to deliver effective training to employees in a variety of staff development topics and venues.
7. Knowledge and experience in participatory governance/decision making, consensus building and team management.
8. Ability to manage and apply technology to Human Resources.
9. Possess leadership, decision-making, supervision, problem-solving, organizational, and analytical skills.
10. Advanced degree in a related field.

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$150,936-\$166,405

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent, 12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>