

**JULY 2023**  
**FLSA: EXEMPT**  
**SALARY GRADE: Y**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, STAFFING, EMPLOYMENT, AND RECORDS**

**BASIC FUNCTION:**

Under the general direction of the Vice Chancellor, Human Resources & Employee Relations (HRER), manages and directs, develops, and evaluates recruiting strategies and workforce planning to meet the current and future staffing needs of the District. Using data-driven decision-making skills, the incumbent is responsible for continuous improvement efforts of staffing, employment, and records operations. Recommends innovative ways to attract and select highly qualified and diverse talent, implement best practices, and support critical improvement. Promotes and communicates an employee value proposition as part of a strategy that reflects the District as an employer of choice for both passive and active job seekers. Oversees HRER employee and unpaid employee (ex. volunteers, etc.) processes and record keeping for the District. Supervises a team of Human Resources (HR) staff providing service to college and District offices; and serves as a key contributor to development and maintenance of comprehensive HR function.

**PROVIDES WORK OR LEAD DIRECTION TO:** Assigned District personnel.

**REPRESENTATIVE DUTIES (Illustrative Only):** The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Promotes a culture of continuous improvement and innovation; executes strategies to improve staffing processes, builds capabilities in data-driven decision-making, talent forecasting, sourcing techniques, and interview best practices.
2. Researches and analyzes data pertaining to recruitment, turnover, staffing patterns, labor markets, and demographics to maximize utilization of staff; identifies timely and cost-effective staffing methodologies. Maintains knowledge of workforce trends; anticipates supply and demand conditions in the job market.
3. Reviews employment processes and recommends revisions to enhance efficiency of operations; assists in implementing changes to affect continuous improvement in services provided; ensures compliance with regulatory and legal requirements.
4. Builds applicant sources by researching and contacting community services, colleges/universities, employment agencies, professional organizations/societies, vendors, recruiters/headhunters, social media, and internet sites; makes presentations; organizes and attends job/career fairs.
5. Maintains employee data within multiple computer applications. Performs data updates, exports, and imports, and cleans up, researches/reports, and corrects any data discrepancies. Researches, collects, and analyzes a wide variety of complex information requests using

internal and external resources for preparing and submitting various reports. Oversees and monitors various reports and works with assigned staff and administration to manage workloads to ensure that maximums are not exceeded.

6. Evaluates and administers appropriate recruiting instruments and assessments.
7. Oversees pre-onboarding processes, and develops and maintains the employee pre-onboarding and re-boarding checklists and related documents.
8. Supervises employment verification of current and former employees and responses to unemployment claims.
9. Manages staff that maintain employee records, files, and data required by state and federal laws and regulations; ensures adhere to appropriate records retention systems and schedules.
10. Assists in wage and salary administration, and salary/wage placement.
11. May provide support to searches, including candidate travel arrangements, processing reimbursements, scheduling interviews and open forums, and may serve as point of contact for external search firms, candidate communications, and related activities.
12. May participate and provide support to HRER employee orientation.
13. Develops, recommends, administers, and updates policies, procedures, and programs relating to staffing, employment, and records functional areas; and ensures implementation and compliance with all such policies and procedures.
14. Prepares thorough research and analysis, statistical data, and materials related to collective bargaining; serves as a resource to the Vice Chancellor, HRER in collective bargaining.
15. Assists in the preparation of all personnel action items for approval by the Chancellor and the Board of Trustees.
16. Participates in the preparation of the annual budget and supervises its implementation and maintenance.
17. Interprets personnel policies and collective bargaining language to applicants, employees, and the general public, providing advice and recommendations to stakeholders.
18. Compiles HR data and prepares reports and/or surveys to assess the metrics of the department and other related areas.
19. Plans, organizes, staffs, directs, coordinates, oversees, evaluates, trains, and disciplines assigned staff.
20. Participates in the development and delivery of related training and presentations.
21. Represents HRER on committees and participates in local, regional, and state activities to promote the RCCD mission and the community college movement.
22. Performs other duties, related to the position, as assigned.

## **QUALIFICATIONS:**

### **Knowledge Of:**

1. Issues and trends facing California Community Colleges.
2. Laws specific to the Department of Labor (DOL), Equal Employment Opportunity Commission (EEOC), and other state and federal employment law.
3. Principles and practices of administration, supervision, and training.
4. Interpersonal communication techniques.
5. Planning, organization, and direction of designated HR operations and activities.
6. Proven knowledge of the implementation of various recruiting techniques.

7. California Education Code and Title 5 requirements relating to personnel activities.
8. Policies and objectives of assigned programs and activities.
9. College organization, operations, policies, and objectives.
10. Budget preparation and control.

**Ability To:**

1. Maintain strict confidentiality of privileged information, bargain in good faith, and act with integrity and neutrality.
2. Facilitate discussions, mediate disputes, and utilize conflict resolution techniques.
3. Remain calm and focused on resolving issues in tense situations.
4. Monitor multiple budgets related to assigned programs.
5. Select, supervise, train, and evaluate the performance of assigned staff.
6. Prioritize and assign work to meet deadlines, and work independently with minimal or general direction.
7. Communicate effectively, both orally and in writing.
8. Interpret, apply, and explain rules, regulations, policies, and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Prepare comprehensive narrative and statistical reports.
13. Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).
14. Meet with employees, collective bargaining unit representatives, and others at college campuses, work sites, and District facilities.
15. Provide consultation concerning HR operations, standards, requirements, practices, and procedures.
16. Problem-solve and be creative to find solutions on various HR matters.
17. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
18. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

**Education and Experience:** A master's degree in business or public administration, human resources, or a related field from an accredited institution, and five (5) years of experience in workforce planning and development, talent management, talent acquisition, recruitment, or staffing, three (3) years of which must have included coordinating and/or supervising the work of others within an HR function; demonstrated experience and knowledge of sourcing effectiveness, screening, interview, selection, and candidate assessment techniques; demonstrated knowledge of trends, systems, and techniques, such as proactive sourcing, behavioral-based interviewing, and equitable selection methods; experience developing relationships with internal and external partners including community-based organizations serving traditionally underrepresented communities; experience with online/social media recruiting; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

Possession of a valid driver's license, possession of, and ability to maintain an insurable driving record acceptable to the District's insurance carrier.

Professional HR Certification (e.g. SHRM-CP, SHRM SCP, PHR, or SPHR) is desired.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (E.C. 87360a).

**PHYSICAL DEMANDS:**

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Will require travel.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

**ENVIRONMENTAL ELEMENTS:**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.