

MAY 2022
FLSA: EXEMPT
SALARY GRADE: Y
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, EMPLOYEE AND LABOR RELATIONS & COLLEGE SUPPORT SERVICES

BASIC FUNCTION:

Under the general direction of the Vice Chancellor, Human Resources & Employee Relations (HRER), manages and directs the employee and labor relations function of the District including, but not limited to, negotiation of collective bargaining agreements, contract administration and interpretation, and guidance/coordination of related management activities; supervises a team of Human Resources staff providing direct service to colleges and administrative departments; and serves as a key contributor to development and maintenance of comprehensive Human Resources policies and strategies.

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. Administers, manages, and provides the interpretation of labor contracts to managers, employees and HRER staff; oversees processes for review and resolution of employee grievances.
2. 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.
3. Advises managers and employees on employee relations matters, including grievance and arbitration procedures, performance issues, and disciplinary actions; advises and assists managers in identifying potential employee relations issues and determining an appropriate course of action.
4. Develops, recommends, administers, and updates policies, procedures, and programs relating to employee relations, personnel practices, and collective bargaining agreements; and ensures implementation and compliance with all such policies and procedures.
5. Assists in the preparation of all personnel action items for approval by the Chancellor and the Board of Trustees.
6. Participates in the preparation of the annual budget and supervises its implementation and maintenance.
7. Interprets personnel policies to applicants, employees, and the general public, providing advice and recommendations to stakeholders.
8. Assists and counsel's management in the administration of collective bargaining contracts, resolution of personnel issues, grievances, disciplinary action, and other personnel matters.
9. Compiles Human Resources (HR) data and prepares reports and/or surveys to assess the metrics of the department and other related areas.
10. Plans, organizes, staffs, directs, coordinates, oversees, evaluates, trains, and disciplines assigned staff.
11. Oversees and tracks the District's performance management cycle from goal setting through evaluation.
12. Facilitates on-going communication and working relationships with employee and labor organizations, including coordination of labor-management meetings.
13. Participates in the development and delivery of related training.
14. Represents HRER on committees and participates in local, regional, and state activities to promote the RCCD mission and the community college movement.

15. Performs other duties, related to the position, as assigned.

QUALIFICATIONS:

Knowledge Of:

1. Issues and trends facing California Community Colleges.
2. Formal and informal mediation and negotiation techniques and strategies.
3. Principles and practices of administration, supervision, and training.
4. Interpersonal communication techniques.
5. Applicable policies, procedures, codes, and Federal and state laws and regulations pertaining to equal employment opportunity, sexual harassment and/or assault, discrimination, and reasonable accommodation including, but not limited to: Title VII, Title IX, Title 5, FEHA, ADA, Rehabilitation Act of 1972, and VAWA.
6. Planning, organization and direction of designated human resources operations and activities.
7. Principles and techniques of labor relations and collective bargaining.
8. Collective bargaining unit contract and salary schedule administration.
9. California Education Code and Title 5 requirements relating to personnel activities.
10. Policies, and objectives of assigned programs and activities.
11. College organization, operations, policies, and objectives.
12. 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 Human Resources operations, standards, requirements, practices, and procedures.
16. Assure proper and timely resolution of personnel issues and conflicts.
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 working in a higher education institution, three (3) years of which must have included coordinating and/or supervising the work of others within an HR function of an institution of higher education; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

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

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