

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, LEARNING, ORGANIZATIONAL DEVELOPMENT, AND**  
**COMMUNICATIONS**

**BASIC FUNCTION:**

Under the general direction of the Vice Chancellor, Human Resources & Employee Relations (HRER), manages and directs the development, implementation, and evaluation of a comprehensive learning and organizational development program to meet the District's need for a productive and motivated work force by providing a comprehensive and sustained approach to improving employee effectiveness. Has management responsibility for employee learning and organizational development overseen by the Office of Human Resources and Employee Relations including, but not limited to: establishing and managing learning systems and content; overseeing new employee onboarding and integration; and developing District-wide communications and updates. Provides learning and development programs that promote personal and career development, social connection, and sense of belonging. Supervises a team of Human Resources staff providing services to college and District offices; and serves as a key contributor to development and maintenance of comprehensive Human Resources functions. This position will be responsible for developing change management initiatives, ensuring the development and delivery of robust training and development programs, and for identifying and developing emerging leaders and executive leadership programs.

**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. Assumes a proactive and innovative leadership role in the vision and implementation of meaningful District-wide professional development activities, which comply with District and state objectives in professional development.
2. Provides leadership for District-wide professional development activities.
3. Designs, plans, implements, and establishes programs, goals, and objectives to align with institutional goals consistent with District-wide training needs; designs and develops programs throughout the year to meet annual objectives.
4. Develops, designs, implements, and evaluates training curriculum; researches, recommends, and facilitates current trends in professional development; designs, drafts, analyzes, reviews, and selects training materials.
5. Develops, implements, and manages a web-based professional development program.
6. Selects providers and consultants to conduct training and workshops; conducts individual program evaluations, analyzes performance indicators, and prepare reports.
7. Develops and prepares professional development related contracts, forms, grant applications, awards, publicity, and other web-based or printed materials.
8. Develops, monitors, and administers an assigned budget and expenditures to implement the District's professional development program within the established guidelines; prepares year-end expenditure

and activity reports for assigned funds; prepares District and state reports for the Vice Chancellor's signature.

9. Designs, plans, and implements leadership, mentor, and other related programs, including orientation sessions for employees.
10. Compiles and maintains a variety of records, files, and statistical reports. Conducts needs assessments and follow-up surveys of activities. Provides periodic reports.
11. Plans, executes, and oversees a variety of activities and events related to employee engagement.
12. Maintains records on functional program offerings, registrations, attendance, and employee training histories; prepares reports on participation and develops queries.
13. Creates and maintains a resource library by subscribing to professional journals, newsletters, and related publications; evaluates internal and external training and educational materials, and adds such materials as appropriate to the library.
14. Develops, recommends, administers, and updates policies, procedures, and programs relating to the learning, organizational development, and communications functional area; and ensures implementation and compliance with all such policies and procedures.
15. 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.
16. Assists in the preparation of all personnel action items for approval by the Chancellor and the Board of Trustees.
17. Participates in the preparation of the annual budget and supervises its implementation and maintenance.
18. Interprets personnel policies and collective bargaining language to applicants, employees, and the general public, providing advice and recommendations to stakeholders.
19. Compiles human resources (HR) data and prepares reports and/or surveys to assess the metrics of the department and other related areas.
20. Plans, organizes, staffs, directs, coordinates, oversees, evaluates, trains, and disciplines assigned staff.
21. Participates in the development and delivery of related training and presentations.
22. Represents HRER on committees and participates in local, regional, and state activities to promote the RCCD mission and the community college movement.
23. Performs other duties, related to the position, as assigned.

## **QUALIFICATIONS:**

### **Knowledge Of:**

1. Issues and trends facing California Community Colleges.
2. Basic principles and practices of curriculum development for training courses, including adult learning theory.
3. Developing and implementing training programs.
4. Organizational, communication, interpersonal, presentation, and team-building skills.
5. Appropriate software and learning management systems.
6. Principles and practices of administration, supervision, and training.
7. Interpersonal communication techniques.
8. Planning, organization, and direction of designated human resources operations and activities.
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. Design, plan, implement, and evaluate a comprehensive professional development program.
3. Develop training programs, workshops, and seminars based on needs assessment.
4. Effectively publicize and promote training programs and activities.
5. Facilitate discussions, mediate disputes, and utilize conflict resolution techniques.
6. Remain calm and focused on resolving issues in tense situations.
7. Monitor multiple budgets related to assigned programs.
8. Select, supervise, train, and evaluate the performance of assigned staff.
9. Prioritize and assign work to meet deadlines, and work independently with minimal or general direction.
10. Communicate effectively, both orally and in writing.
11. Interpret, apply, and explain rules, regulations, policies, and procedures.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer and assigned office equipment.
14. Analyze situations accurately and adopt an effective course of action.
15. Prepare comprehensive narrative and statistical reports.
16. Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).
17. Meet with employees, collective bargaining unit representatives, and others at college campuses, work sites, and District facilities.
18. Provide consultation concerning HR operations, standards, requirements, practices, and procedures.
19. Problem-solve and be creative to find solutions on various HR matters.
20. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
21. 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 designing, facilitating, and evaluating training programs, three (3) years of which must have included coordinating and/or supervising the work of others within an HR function; experience using eLearning and design technologies to develop online courses and learning content OR demonstrated ability to learn and adopt new technology quickly; 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.