



POSITION DESCRIPTION

Director of Human Resources Operations

Position Director of Human Resources Operations
Department/Site Human Resources
FLSA Exempt
Evaluated by Executive Director of Human Resources
Salary Range M-49

General Description

Under the direction and supervision of the Executive Director of Human Resources, the Director of Human Resources Operations directly supervises the day-to-day operations of the Human Resources Department. In addition, this position collaborates on campus wide human resources operational functions related to talent acquisition, performance management, Human Resources Information Systems (HRIS), and workforce equity and belonging. In addition, this position manages leaves and accommodations, assists with matters regarding compliance with state and federal personnel, EEO laws pertaining to recruitment and reporting, participates in negotiations, and leads and implements complex technology initiatives.

This is a twelve-month classified management position.

Essential Duties and Responsibilities

- Supervises the day-to-day operations of the Human Resources Department.
- Manages and leads the talent acquisition lifecycle, including but not limited to oversight and improvement of data collection through the applicant tracking software (ATS), recruitment, hiring, background check process, onboarding and off-boarding.
- Ensures human resources operations and talent acquisition policies and procedures incorporate diversity, equity, inclusion, and accessibility; ensures the human resources employees have the resources, training, and knowledge needed to deliver professional services and consultation, aligned with the District's goals, employment laws, and best practices; continuously identifies and implements improvements to the District-wide search process for all employee groups, and provides training as applicable.
- Stays informed of District priorities and business needs in order to anticipate future changes in workforce needs; develops and implements Equal Employment Opportunity (EEO)/other related training for search committees and monitors to ensure compliance with District policies and procedures and applicable federal and state laws.
- Administers the leaves processes for all employee groups in compliance with federal and state mandated leaves and laws, including the Pregnancy Disability Leave (PDL), Family & Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Americans with Disabilities Act (ADA). Resolves complicated leaves of absence in compliance with FMLA, CFRA, PDL, or other applicable laws, policies and collective bargaining agreements; ensures consistency of application, reviewing, coordinating and monitoring of leaves. May assist with related discrimination complaints.
- Interprets legal requirements and coordinates with Risk Management personnel for leaves related to Worker's Compensation and the ADA, as amended; applies knowledge of federal, state, and local laws, regulations and guidelines related to ADA and other leaves of absence compliance, enforcement and employment policies, procedures and practices. Researches, analyzes, and resolves leaves matters.
- Manages and participates in the collaborative interactive process of varying levels of complexity in accordance with the ADA and the Fair Employment and Housing Act (FEHA); working with employees, medical providers, and third-party consultants to obtain appropriate and clear documentation from medical professionals, FMLA, extended sick leave, statutory

leave, light duty, worker's compensation, pregnancy, maternity leave, and military leave. Ensures timely notification of employee's rights under these leaves of absence and monitors the duration and extension of leaves, if applicable.

- Manages updates of policies and procedures per appropriate laws; co-chairs the HR/Staff Diversity Committee.
- Develops, advises, and assists staff in the maintenance of accurate and appropriate job descriptions for new and revised positions; directs and coordinates the job classification review process for applicable employee groups; conducts regular compensation market surveys; maintains standards/classifications, leveling structures, and job descriptions, in accordance with collective bargaining agreements, District policies, and state and federal laws.
- Oversees and evaluates human resources services and operations; lead improvements and innovations in human resources operations, including analysis and reporting of human resources data, leveraging skills of subject matter experts, as needed, to realize goals; manages oversight of data input into Banner and Los Angeles County Office of Education (LACOE) human resources information systems, changes in processes, and best practices for ensuring accurate data entry and collaborates closely with departments and employees as needed for resolution of issues.
- Develops and implements policies and practices related to performance management; oversees and administers performance evaluations; ensure evaluations are tracked and completed in compliance with policies, laws, and accreditation standards.
- Prepares a variety of statistical and annual reports, including Staff employee workforce and demographic data, Management Information System (MIS), IPEDS, Applicant Tracking System (ATS), and miscellaneous data and reports.
- Maintains a variety of computerized programs and tasks; develops improved procedures that promote efficiency.
- Provides consultation and technical expertise to administrators, faculty, staff, the public, and others concerning human resources operations and activities, policies, and procedures.
- Advises, supports, and participates in labor relations/collective bargaining processes with represented groups; conducts research and provides data/information to inform strategy; implements, operationalizes, and analyzes outcomes and processes.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict through active listening, communication, and use of conflict resolution strategies.
- Ensures compliance with local, state and federal regulations.
- Participates in the selection, training, supervision, and evaluation of assigned personnel.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree from an accredited institution and three years of experience or a bachelor's degree from an accredited institution and five years of experience.
- Experience required must be in human resources including one (1) year of supervisory/leadership experience and three years of experience administering any of the following: leaves and accommodations, employee services/onboarding, human resources information systems, compensation/classification or other facets closely related to the position's responsibilities.



POSITION DESCRIPTION

Director of Human Resources Operations

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, cultural background, disability, and sexual orientation of community college students, faculty, and staff.