



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

The Los Angeles Community College District

Invites applications for the position of

VICE CHANCELLOR OF HUMAN RESOURCES



The Los Angeles Community College District is the nation's largest community college district with more than 10,000 employees and an enrollment of approximately 134,000 students per semester. The District's nine colleges serve the residents of more than 36 cities and communities from about 900 square miles of Los Angeles County. It offers student transfer education to four-year colleges and universities, associate degrees, vocational education and a diversity of certificate programs in special interest areas.

Application Deadline:

June 4, 2021

HOW TO APPLY

Interested applicants are encouraged to submit an application package through our online employment system:

<https://www.jobapscloud.com/LACCD/specs/classspecdisplay.asp?ClassNumber=5000>

CONTACT INFORMATION

Personnel Commission Office

Email: class_jobs@laccd.edu

Business Hours: Monday to Friday, 7:30 a.m. to 4:30 p.m.



THE POSITION

The Vice Chancellor of Human Resources serves as the executive responsible for directing the District's human resources program, employment compliance, employee and labor relations, training and staff development, policy development, organizational analysis, staffing, data collection and reporting, human resources information system implementation and maintenance, and related areas.

DUTIES AND RESPONSIBILITIES OF THE POSITION

Provides executive direction and leadership over strategic and long-range planning, implementation, and management of the District's human resources functions, including but not limited to:

- Human Resources Operations – Hire processing, job classification coding, salary rates and differentials, recruitment and selection of faculty and educational administrators, academic compensation and classification, data collection and reporting, leave administration, performance evaluation administration, and policy development.
- Employee and Labor Relations – Labor contract negotiations, contract administration, employee counseling and guidance, employee discipline, grievance processing and hearings.
- Training and Staff Development- Interdisciplinary comprehensive training and staff development programs and services such as new hire employee orientations, technical and specialized skills training, supervisory and management skills development, coaching and mentoring, career development, employee recognition, customer service, and related areas
- HRIS System Implementation and Maintenance

Directs the development and implementation of a District-wide plan for human resources which focuses on best practices, cost savings and efficiencies, operational effectiveness, inter-college and inter-departmental cooperation, and strategic excellence.

Provides policy recommendations, technical assistance, and timely information to the Board of Trustees, executive management, and others on human resources issues needing attention, evaluation, resolution, and decisions.

Directs the systematic collection and analysis of various types of data, including input, process, outcome, and satisfaction data to guide decisions and recommendations on human resources matters.

Establishes, implements, and monitors short-range and long-range project goals, budgets, schedules, progress, and strategies.

Explores, assesses the feasibility of, and implements information system technologies to support the human resources functions of the District.

Evaluates organizational structure, policies, and procedures and implements changes as needed; ensures all elements of the operation are consistent with best practices and legal regulations.

Continuously monitors federal and state legislation to assess the impact on human resources in the District; facilitates the development of policies needed to ensure District-wide compliance.

Serves as a member of the Chancellor's executive cabinet; advises the Chancellor and other District executives on a wide range of matters that impact human resources for the District and for specific colleges

Serves as the Chief Negotiator in the negotiation of labor contracts for all bargaining units of the District.

Integrates operations and drives collaboration among District and college operational units engaged in human resources activities.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned responsibilities.

Directs, oversees, and evaluates the performance of the Human Resources Division management and staff.



MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

A master's degree from a recognized college or university, preferably with a major in human resource management, organizational development, industrial or organizational psychology, public administration, or a related field.

AND

Five years of recent, full-time, paid, professional-level experience in a senior management position with responsibility for directing corporate/entity wide strategic, technical, and administrative human resources functions for an organization employing 500 or more employees. Experience must have included participation in labor negotiations, as well as the supervision of professional-level employees. Experience with a public educational institution is highly desirable.

SPECIAL: A valid Class "C" California driver's license must be obtained within 10 days of establishing residency in the State of California. Travel to locations throughout the District is required.

ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of principles of human resource management and public labor relations; principles of public personnel management and policy development; principles of diversity, equity, and inclusion in education; laws, regulations, court decisions, and legal interpretations related to the employment of personnel; local, State, and Federal laws and regulations pertinent to human resources management; principles of mediation, arbitration, and conflict resolution; principles and techniques of strategic planning, organization, and management; principles and techniques of research, statistical methodology, and data reporting; culture, structure, and decision-making processes in higher education; best practices in the onboarding process for new employees; organization, functions, and inter-relationships of operating units and programs of the District; leadership, management, and supervisory skills; principles of supervision, team building, professional development, and training; legal foundations and practices for the conduct of investigations and administrative hearings; current trends and developments in human resource management, professional development, and related fields; state and federal legislative processes and procedures; principles of financial planning, cost containment, and expenditure control; principles of human capital planning; and capabilities of computer systems and applications used in human resources management.

The successful candidate is expected to be able to formulate a clear organizational vision and appropriate operational plans and policies for the management of the human resources functions of the District; administer and direct human resources operations in a manner that is data and principle driven, manages risk, ensures compliance, and achieves institutional effectiveness; perceive and react responsibly to the needs of a workforce, student population, and public that is ethnically, socially, and economically diverse; support human resources needs of the District through the innovative use of information technology systems; implement successful negotiation techniques and collective bargaining processes; develop and implement operating policies and procedures for assigned functional areas to ensure institutional effectiveness and compliance with performance standards and goals; successfully navigate and thrive in a multi—college context through persuasion, consensus, and effective communication; anticipate conditions, plan ahead, and establish priorities and timelines; foster trust and confidence, earn support from internal and external constituencies through principled leadership; recognize the critical elements of problems, develop and evaluate data, and determine solutions; evaluate Human Resources Division operations and staff; stimulate teamwork and promote cohesiveness to achieve District goals; prepare and present effective oral and written communications, presentations, and reports; maintain high levels of professional integrity, judgment, and commitment; effectively communicate both orally and in writing; establish and maintain effective working relationships with other executives, administration, faculty, staff, and the public; work effectively with individuals from diverse communities and cultures; possess cross-cultural communications skills and multicultural competency; and travel to off-site meetings and events.



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SALARY

The salary for this position ranges from \$17,236.37 to \$21,352.83 monthly (\$206,836.44 to \$256,233.96 annually).

BENEFITS

- District-paid medical, dental, and vision insurance plans for employee and dependents
- \$50,000 District-paid life insurance policy
- 12 full-pay days and 88 half-pay days of illness leave
- A minimum of 15 paid holidays per year
- 24 days of vacation annually
- Public Employees Retirement System
- Employee Assistance Program

VACANCY AND SELECTION PROCEDURES

A current vacancy exists at the Educational Services Center, 770 Wilshire Boulevard, Los Angeles, CA 90017. A competitive examination process will be administered as part of the selection process established for this position. This process may consist of one or more parts which may include a training experience evaluation and/or technical oral interview. Candidates passing all parts of the selection process will have their names placed on a ranked eligible list of candidates.

COLLEGES OF THE DISTRICT

East Los Angeles College

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Los Angeles City College

855 N. Vermont Avenue, Los Angeles, CA 90029

Los Angeles Harbor College

1111 Figueroa Place, Wilmington, CA 90744

Los Angeles Mission College

13356 Eldridge Avenue, Sylmar, CA 91342

Los Angeles Pierce College

6201 Winnetka Avenue, Woodland Hills, CA 91371

Los Angeles Southwest College

1600 W. Imperial Highway, Los Angeles, CA 90047

Los Angeles Trade-Technical College

400 W. Washington Blvd., Los Angeles, CA 90015

Los Angeles Valley College

5800 Fulton Avenue, Valley Glen, CA 91401

West Los Angeles College

9000 S. Overland Avenue, Culver City, CA 90230

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College District is an equal opportunity employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status.

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