RESPONSIBILITIES

The Vice Chancellor for Human Resources is the lead administrator responsible for the District’s human resources, employment compliance, and labor relations units. The Vice Chancellor has a primary role in matters of collective bargaining. The Vice Chancellor facilitates development and implementation of improved personnel processes and guides modifications to the District’s human resources administrative information system. The Vice Chancellor works with the Director of the Personnel Commission in related classified staff matters, as defined by the provisions of the District’s merit system rules and regulations. The Vice Chancellor is a member of the Senior Management team, reporting to the Chancellor with day to day activities overseen by the Deputy Chancellor. This is an educational administrator position.

MINIMUM QUALIFICATIONS

Candidates for the position must, at a minimum, possess:

- Any earned masters degree from an accredited college or university, preferably in a management or business field (i.e., human resources, personnel, organizational development, organizational leadership, business, business management, business administration, business education, marketing, public administration, finance). A Master’s degree in social or behavioral sciences in combination with excellent relevant experience will also be strongly considered. A doctorate degree (including a J.D.) is preferred.

- Minimum of five years of formal, increasingly responsible, and varied public or private sector experience in administering or advising a comprehensive human resources management and development program including employment, employee relations, classification and compensation, training and development, organizational development, and strategic human resource management.

- Minimum of one year of experience in or closely related to labor negotiations, in combination with some responsibility for matters dealing with employee union contract administration and dispute resolution.

A medical certificate indicating fitness to perform the essential administrative responsibilities of the position is required for new employees at the applicant’s expense after selection and before employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

To be successful in this position, the Vice Chancellor for Human Resources must have:

1. Expertise at the management level in policy development, implementation, and interpretation of laws related to human resources and public and/or private sector employment.

2. An understanding of the development, negotiation, and implementation of union proposals and agreements in the public and/or private sector.

3. An understanding of human resources needs in a multi-college district and how the needs of the colleges differ from district office functions, especially as they relate to management, faculty, and staff roles and responsibilities.

4. An ability to familiarize oneself with educational and California governmental codes, as well as federal and state laws and regulations as they relate to public and/or private sector human resources functions, labor negotiations, and employee relations.

5. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college faculty, staff and students.
NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (continued)

6. Demonstrated ability to lead a proactive, people-focused human resource service unit.
7. Demonstrated effective use of current technology in the administration of a human resource service unit.
8. Demonstrated written and oral communication skills, particularly with public and government agencies.

PERSONAL QUALITIES AND CHARACTERISTICS

- You should possess interpersonal skills that will enable you to work well with faculty, classified staff and students.
- You should manifest the qualities of honesty and integrity in your actions.
- You should exhibit good judgment in your decision-making, and possess a talent for problem solving.
- You should be eager for challenges, forward looking and keen to foster innovation and beneficial change within the District.
- You are secure and willing to take needed risks.
- You are tolerant of ambiguity and calm in a context of complexity and rapid change.
- You can engage conflict and, to the extent possible, make it constructive and positive.
- You believe in and implement a model human resources office built on the principles of team work and value added decision making.

SALARY AND BENEFITS

- The salary range for the position is $163,292 to $191,732 annually (currently being reviewed). The initial salary placement will be commensurate with the candidate’s current salary within the available salary range for this position.
- Benefits include 15.5 paid holidays and 24 days paid vacation annually; a District-paid choice of medical/hospital, dental, vision care plans; and a $50,000 group life insurance policy.
- Retirement and disability benefits are provided through the California State Teachers Retirement System or the Public Employees Retirement System (if a current member).

APPLICATION PROCESS

Interested candidates must submit the following:

- Letter of application which addresses (this is important) the minimum qualifications; necessary knowledge, skills, and abilities; and the personal qualities and characteristics requirements on this announcement.
- Resume (no more than four pages) which includes:
  - Professional experience
  - Occupational experience
  - Education
  - Other pertinent information as appropriate
- At least four references with contact telephone numbers will be required of those candidates chosen for interview.
- A signed and dated employment application of the Los Angeles Community College District will be required of those candidates chosen for interview.

Applicants from the private or public sectors are encouraged to apply. The Los Angeles Community College District is committed to diversity.

Materials in Word document format should be emailed to:
Dr. Jean Malone
jmalonecc@earthlink.net

DON'T MISS THE DEADLINE!
APRIL 29, 2013

Dr. Jean Malone, Lead Consultant