

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Classification:** Executive Human Resources Officer  
**Working Title:** Vice Chancellor, People, Culture, and Technology Services  
**Unit:** Executive Management

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**Job Code:** C8440  
**Original Date:** 07/1989  
**Last Revision:** 07/2023  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 4

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### DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, the Executive Human Resources Officer plans, organizes, directs, administers, reviews, and evaluates districtwide human resources and technology services programs. Areas of responsibility include enterprise resource planning (ERP) systems, technology infrastructure, information security, network services, and operations; employee relations, collective bargaining, Title IX, DEIA, EEO, and professional development; employee services, payroll, total rewards, retirement, employment marketing, selection, and onboarding; legal services and compliance; and policy development. The Vice Chancellor provides executive leadership in accordance with the District's Educational Master Plan and strategic plan goals and objectives. The Vice Chancellor serves as the Acting Chancellor in the absence of the Chancellor as assigned.

### DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor/Executive Officer is assigned to executive District administrators responsible for major functions which have substantial districtwide impact, including policy development and implementation. Incumbents report directly to the Chancellor and serve in the Chancellor's Cabinet.

### EXAMPLES OF DUTIES

1. Develop, implement, manage, coordinate, and lead the District's comprehensive people and culture (human resources) programs and services to provide efficient, effective, and equitable employee services, policies, and programs in a manner supporting participatory governance, access and inclusion for diverse communities and stakeholders, and the District's Educational Master Plan.
2. Develop, implement, manage, coordinate, and lead the District's comprehensive enterprise technology, application development, network, help desk, and technology infrastructure services to provide efficient effective, and equitable technology services to diverse employees and stakeholders.
3. Serve as the District's lead negotiator with all collective bargaining units and meet and confer employee groups, represent the Chancellor and Board of Trustees in dispute resolution proceedings, and administer employee grievance processes to ensure equity, inclusion, and access for diverse employees and stakeholders.
4. Develop, implement, manage, coordinate, and lead the District's comprehensive succession planning, professional growth and development, and cultural advancement programs to ensure all District employees continually develop the knowledge, skills, and abilities to successfully serve the District's diverse student and stakeholder communities and continuity of operations.
5. Serve as a key adviser to the Chancellor, Board of Trustees, and executive managers on policies, procedures, and management issues related to assigned areas of responsibility and to promote equity, inclusion, and accessibility for the District's diverse stakeholder communities.
6. Serve as a key adviser to the Chancellor and Board of Trustees in closed session on collective bargaining, legal settlements and litigation, employee discipline and discharge, and other matters within the scope of closed session topics; direct and implement legal settlements, litigation, collective bargaining, and policy direction pursuant to Board action.
7. Represent the District in local, State, and national committees, workgroups, and meetings.

8. Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility, which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.
9. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and stakeholder communities.
10. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services.
11. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, State, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
12. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
13. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
14. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
15. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
16. Lead other operational areas and perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations
- California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility
- Principles of effective participatory governance processes and engagement
- District policies and procedures
- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
- Principles of effective labor relations, collective bargaining, and negotiations
- Principles of effective recruiting and employment marketing practices including achieving diversity, equity, inclusion, and accessibility goals and objectives
- Principles of effective, efficient, equitable, and strategic human resources management in an educational institution

Enterprise technology platforms, applications, and services  
Modern office practices, procedures, and equipment, including computer hardware and software  
Principles of effective, efficient, equitable, and strategic technology services management in an educational institution  
Local, regional, State, and national economic conditions and demographics  
Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities

Skills and Abilities:

Strategic planning, action, and leadership  
Communicating and gaining support for the District's mission, vision, and values  
Leading effectively through participatory governance and in collaboration with diverse stakeholders  
Communicate effectively through multiple modalities with diverse internal and external stakeholders  
Establish and maintain effective working and professional relationships with individuals from diverse communities  
Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws  
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices  
Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff  
Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback  
Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations  
Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility  
Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources and administrative services programs in a community college district.  
Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems  
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences  
Create a culture of shared accountability for effective performance within assigned areas

Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree from an accredited college or university in human resources, business management, public administration, or a field related to the assigned areas of responsibility or a Juris Doctorate, and six years of increasingly responsible supervisory or management experience related to the duties of this position and two years in an administrative capacity.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Occasional travel to District campuses, training events, conferences, and assigned events