

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Associate Vice Chancellor, Employee Relations

Unit: Management

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Job Code: C3002
Original Date: 01/1994
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 8

DEFINITION

Under the general leadership of the Executive Human Resources Officer and in accordance with the goals of the District, the Associate Vice Chancellor, Employee Relations plans, organizes, directs, administers, reviews, and evaluates districtwide employee relations programs, including Title IX compliance, Title V Equal Employment Opportunity compliance, classification, compensation, collective bargaining, employee relations, labor relations, workplace accommodations and ergonomics programs, professional development, and other related functions. The Associate Vice Chancellor provides equitable operational leadership to a broad and diverse group of District stakeholders in the application of policies, procedures, collective bargaining agreements, employee handbooks, and standard business practices. The Associate Vice Chancellor serves as Acting Vice Chancellor in the absence of the Vice Chancellor as assigned.

EXAMPLES OF DUTIES

1. Develop, implement, manage, coordinate, and lead the daily operations in assigned functions within the People and Culture Division's Employee Relations Department to provide effective, efficient, and equitable services to the District's diverse stakeholder communities.
2. Develop, implement, manage, coordinate, and lead the District's Title IX compliance programs including complaint receipt, investigation, and resolution; record creation and retention; and data analysis and reporting.
3. Develop, implement, manage, coordinate, and lead the District's Title V and Equal Employment Opportunity compliance programs including complaint receipt, investigation, and resolution; record creation and retention; and data analysis and reporting.
4. Facilitate productive and equitable labor relations with bargaining/meet and confer units; participate in and lead bargaining, labor management, and meet-and-confer sessions as assigned; review, resolve, and/or escalate grievances/complaints within established laws, regulations, policies, and procedures; provide labor relations process, contract interpretation, and employment rights and responsibilities guidance to the District's diverse stakeholders with an emphasis on creating meaningful inclusion, equitable outcomes, and broad accessibility.
5. Receive, review, analyze, recommend, and manage procedures for legal issues related to labor relations and employee relations; recommend positions and responses to PERB, discipline, or grievance issues.
6. Administer collective bargaining agreement and meet-and-confer handbook rights and responsibilities to ensure consistent, objective, and equitable implementation Districtwide; serve as a technical expert to District managers, supervisors, faculty, classified professionals, students and other stakeholders on interpretation and application of collective bargaining agreements in an inclusive, equitable, and accessible manner for the District's diverse communities.
7. Develop, implement, manage, coordinate, and lead the District's employee performance management programs for all classifications; serve as a technical expert on procedures, processes, and best practices in effective performance management for the District's diverse stakeholders; and track and ensure compliance with legal requirements for effective performance management and accountability to ensure all District stakeholders benefit from an inclusive, equitable, and accessible educational and professional environment.
8. Develop, implement, manage, coordinate, and lead the District's job classification and compensation programs to ensure consistent, objective, and accurate organization of work within established classifications and organizational

structures; compliance with applicable laws, regulations, policies, procedures, collective bargaining agreements, and standard business practices; and recommend revisions to established processes to expand inclusion, equity, and accessibility for the District's diverse communities.

9. Develop, implement, manage, coordinate, and lead the District's Professional Development programs, including leadership development, succession planning, mentorship, job training, and temporary promotion opportunities with an emphasis on ensuring the District's diverse communities have equitable access to and inclusion in professional development and advancement.
10. Develop, implement, manage, coordinate, and lead the District's accessibility, accommodations, return-to-work, and ergonomics programs to ensure effective, efficient, and equitable support for employee health, safety, and well-being in compliance with applicable laws, regulations, policies, procedures, and standard business practices.
11. Represent the District in local, State, and national committees, workgroups, and meetings; participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance Employee Relations strategic objectives and effective operations.
12. 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.
13. 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.
14. 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.
15. 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.
16. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with telecommunication operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities
17. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
18. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
19. 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.
20. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities.
- Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Principles of effective classification and compensation systems.
- Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations.
- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.
- Principles of effective, efficient, equitable, and strategic human resources management in an educational institution.
- Principles of effective labor relations, collective bargaining, and negotiations.
- Principles of effective participatory governance processes and engagement.
- Principles of effective Title IX, Title V, and equal employment opportunity compliance programs.

Skills and Abilities:

- Communicating and gaining support for the District's mission, vision, and values.
- Communicate effectively through multiple modalities with diverse internal and external stakeholders.
- Create a culture of shared accountability for effective performance within assigned areas.
- 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.
- Establish and maintain effective working and professional relationships with individuals from diverse communities.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Leading effectively through participatory governance and in collaboration with diverse stakeholders.
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
- 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.
- Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.
- 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.
- 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.
- Strategic planning, action, and leadership.

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, six years of relevant business experience, and three years of increasingly responsible supervisory or management experience related to the duties of this position with 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. Requires some travel between District sites, conferences, and hearings.