

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Open Until Filled
First Review of Applications: Tuesday, February 19, 2019

DIRECTOR OF HUMAN RESOURCES

Classified Administrator

Annual Salary range - \$114,957 - \$133,076

Medical, dental, prescription, and vision benefits, provided for employee and dependents. Employee life insurance provided. Cost of premiums fully paid by district for employee and dependents with no monthly cost to employee.

RESPONSIBILITIES

Serves as the Chief Human Resources Officer, Equal Employment Opportunity Officer, and Title IX Coordinator for the District; manages a comprehensive Human Resources program; serves as Lead Negotiator and Compliance Officer; chairs the Equal Employment Opportunity, Professional Development and Health Benefit Committees.

Plans, develops, organizes, and directs Human Resources including the employment, evaluation, promotion, transfer, termination, and reduction-in-force processes for District personnel; confers with senior management and legal counsel regarding personnel issues; makes recommendations and implements solutions.

Coordinates the recruitment and selection of District personnel, including screening committee orientation and monitoring selection procedures for compliance with employment and EEO policies and regulations; conducts new employee orientations.

Participates in and may serve as Lead Negotiator for the collective bargaining/meet and confer processes; develops proposals; analyzes impact of proposals; revises contracts pursuant to agreements; maintains official District records of employer/employee proceedings; coordinates the grievance process.

Develops and maintains classification/compensation systems; develops and maintains job descriptions; conducts reclassification reviews and salary surveys; analyzes information; prepares reports and recommendations.

Reviews legislation, code policies, and procedures related to personnel administration; appraises others of pending or needed changes to current practice; recommends the development of or revision to personnel policies and procedures; designs related systems and forms.

Advises the District regarding personnel practices to supervisors, administrators, and the Board, monitoring for compliance with Board policy, collective bargaining agreements, and applicable laws and regulations; assists in resolving and monitoring disciplinary actions.

Supervises development and maintenance of the department budget; the District budget for salaries and benefits; employee seniority lists, unemployment and worker's compensation claims, personnel files, employment contracts, leave accruals, and payroll.

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Prepares and administers the Equal Employment Opportunity Plan; receives, investigates and processes discrimination and harassment complaints; coordinates the reasonable accommodation process; chairs the EEO Committee.

Oversees the health benefit program; chairs the Health Benefit Committee.

Chairs the Professional Development Committee to coordinate, assess, evaluate and plan professional development activities for District employees.

Develops and coordinates a system for processing personnel documentation, including Board of Trustees agenda items and maintenance of employee personnel records.

Supervises HR staff including selection, training, coordination of tasks, determining priorities, resolving problems, and conducting performance evaluations.

Serves on the Planning and Budgeting Committee; develops goals and objectives, staffing recommendations, and capital outlay needs for the Human Resources Department; articulates plans to others to provide direction.

Researches, collects, assembles, analyzes, and maintains information/data; prepares or supervises the preparation of a variety of District, State and Federal reports; presents reports.

Assists in the development and maintenance of computer programs utilized in the HR Department; participates in staff development activities related to responsibilities; attends local, regional and State meetings related to assignment; performs other related duties as assigned.

REQUIRED QUALIFICATIONS

Bachelor's degree in Human Resources management or related field; and three years of human resources leadership experience as a manager or supervisor, or equivalent.

Knowledge of – Human Resources laws, regulations, policies and procedures; Equal Employment Opportunity; hiring practices; compensation administration; collective bargaining/meet and confer processes; complaint investigation techniques; long and short-range planning techniques; job analysis methods and techniques; budgeting, supervision and management; related computer systems.

Ability to – Plan, develop, organize, and direct Human Resources; perform professional and analytical personnel tasks; develop, implement, interpret and apply related laws, regulations, policies, and procedures; develop and manage budgets; develop, implement, and monitor an EEO plan; investigate discrimination complaints; make effective recommendations and decisions; develop and maintain accurate recordkeeping systems; research, compile, and analyze information/data; prepare and present reports; select, train, supervise, and evaluate staff; communicate effectively verbally and in writing; manage confidential matters with tact and diplomacy; prioritize workload and conflicting demands; effectively work in a demanding environment; work cooperatively with others; work variable hours including evenings and weekends.

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PREFERRED QUALIFICATIONS

Master's degree in Human Resources management or related field is preferred.

Experience in California Community Colleges is preferred.

ASSIGNMENT/SALARY BENEFITS

This classified administrator will be employed by an annual contract beginning on a date agreed upon by the selected candidate and the District. **The current salary range is \$114,957 - \$133,076.** There are four annual step movements; initial placement will be at step 1, unless approved by the Superintendent/President. There is a stipend for an earned doctorate. Twelve days of sick leave and twenty days of vacation are earned annually. There are eighteen paid holidays. **Medical, dental, prescription, and vision benefits, provided for employee and dependents. Employee life insurance provided. Cost of premiums fully paid by district for employee and dependents with no monthly cost to employee.**

APPLICATION PROCEDURE

Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Mendocino College Non-Academic Application and Voluntary Applicant Survey:
<https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- A Letter of interest that succinctly addresses how the candidate's experience and professional qualifications prepare him or her for this position, also include how candidate's background demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students and employees.
- Resume including education, experience, professional organizations and accomplishments.
- Photocopies of related transcripts (official copies required upon employment).
- Contact information for at least three current professional references.

Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling

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vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.