



VICE CHANCELLOR HUMAN RESOURCES



CALL FOR APPLICATIONS

Rancho Santiago Community College District • 2323 N. Broadway • Santa Ana, CA 92706

RSCCD Board of Trustees: Dr. Tina Arias Miller • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Sal Tinajero • Phillip E. Yarbrough • Mariano Cuellar, Student Trustee **RSCCD Chancellor:** Marvin Martinez



VICE CHANCELLOR, HUMAN RESOURCES

JOB DESCRIPTION

MINIMUM QUALIFICATIONS

EDUCATION

An earned Master's degree from an accredited college or university with major course work in human resources management, public administration, labor relations, law or other related field.

EXPERIENCE

Five (5) years of increasingly responsible and varied experience in administering a full range of human resources management programs in a public sector setting, including employment, employer/employee relations, staff training and development, classification and compensation, and negotiating collective bargaining agreements. Demonstrated ability to promote and foster the principle of diversity in employee recruitment, retention, and advancement practices.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.

DESIRED QUALIFICATIONS

- Earned doctorate degree in public administration, educational leadership or related field, or earned Juris Doctorate with experience in Labor (Employment) Law, or related fields of law.
- Experience as a Chief Human Resources Officer in a community college district.
- Experience in managing budgets.
- Ability to work effectively in a shared governance environment.
- Ability to work effectively within the state mandate for collective bargaining.
- Experience in performing work as described above in a California public education environment is highly desirable.

REQUIRED SKILLS

- Ability to establish and maintain effective working relationships with staff at all levels within the organization.
- Ability to effectively communicate complex and detailed concepts to all college groups including administrators, faculty, classified, and the Board of Trustees.
- Ability to understand the organizational complexity of a multi-college District.
- Ability to resolve personnel conflicts and personnel disputes in a timely manner.
- Ability to negotiate Collective Bargaining Agreements with employee representatives.
- Ability to investigate, evaluate and recommend resolutions to grievances, claims and complaints.
- Ability to interpret and analyze data and apply laws, rules, regulations and policies.

DISTRICT OVERVIEW

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. The District, encompassing a service area of several major communities, including Santa Ana, Orange, and Anaheim Hills, has a population of over 700,000 residents, representing approximately 25 percent of Orange County's total area. A bond measure approved in 2012 allocated \$198 million to the District in the effort to renovate and construct several facilities, particularly for Santa Ana College, including the campus' Johnson Student Center. Analyzing its impact on the total District economy in early 2020, RSCCD found that its complete operations spending for the previous year amounted to \$276 million, translating to the support of nearly 3,100 jobs in the area.

What the District provides students every year is the ability to enhance their personal and professional lives in innumerable ways. In 2018 alone, the District awarded 4,500 associate degrees and 11,500 certifications to students across its two colleges. RSCCD also worked with 3,500 students in the same year to achieve transfer credits to the University of California and California State University systems through successful pathways programming. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

MISSION STATEMENT

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



- Ability to compile data and prepare reports.
- Ability to effectively use and participate in shared decision making through the District's Shared Governance structure.
- Ability to understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities.
- Develop services and programs to support the development and advancement of employees.
- Provide sound and responsive service to both internal and external entities and personnel.
- Consults with legal counsel, as necessary, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.

POSITION REQUIRES KNOWLEDGE OF:

- Laws, rules, and regulations pertaining to human resources in the California Community College System.
- Principles and practices of management, supervision, and training.
- Principles, practices, and trends in human resource management for public employers.
- Wage and hour administration.
- Classification and compensation methods and practices.
- Human Resources Information Systems, database applications, and related software systems. Word processing, spreadsheets, presentations, databases, and other software programs used in managing complex human resources information.
- Effective communication skills, both written and oral.
- Effective labor relations.
- Effective recruitment and selection practices.

POSITION REQUIRES ABILITY TO:

- Learn the laws, rules, and regulations pertaining to human resources in the California Community College System.
- Establish and maintain effective working relationships with staff at all levels within the organization.
- Effectively interpret, apply communicate complex and detailed concepts to all college groups including administrators, faculty, classified, and the Board of Trustees.
- Understand the organizational complexity of a multi-college District.
- Resolve personnel conflicts and personnel disputes in a timely manner.
- Effectively negotiate Collective Bargaining Agreements with employee representatives and administer labor contracts.
- Assure the integrity of the human resources systems and functions.

- Investigate, evaluate, and recommend resolutions to grievances, claims and complaints.
- Interpret and analyze data and apply laws, rules, regulations, and policies.
- Compile data, prepare reports, and present narrative and statistical reports in a concise and comprehensive manner.
- Effectively use and participate in shared decision making through the District's Shared Governance structure.
- Understand and promote collegial conversations.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities.
- Foster and support a district climate that values diversity, equity, and inclusion among students, faculty, staff, and administrators.
- Develop services and programs to support the development and advancement of employees.
- Provide sound and responsive service to both internal and external entities and personnel.
- Consult with legal counsel, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.
- Encourage and support innovation among faculty, staff, and administrators.
- Recruit, select, develop, manage, and evaluate staff.
- Establish goals and strategic plans with identifiable outcomes and measures.
- Develop and manage a budget.
- Collaborate with college leadership to define comprehensive staff development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the District.
- Exercise critical and independent decision making when resolving confidential, difficult situations.
- Serve as a strategic partner with the District's administration, the Board of Trustees, faculty and staff to meet the District's mission, objectives, vision, and values.
- Investigate unlawful discrimination including harassment under state and federal laws, including the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and process of adjudicating complaints with administrative agencies and state and federal courts.
- Learn the California community colleges' laws and regulations, Title 5, California retirement systems (STRS and PERS), and the California Education Code.

APPLICATION PROCESS

This is a confidential search process. To ensure full consideration, application materials should be received no later than March 26, 2021.

To apply go to www.rscdd.edu/VCHumanResources and upload your documents.

Candidates will need to have the following information or materials available to complete the application:

1. Complete an electronic application form.
2. Submit a letter of application, three pages or less citing specific examples from his/her experience that demonstrate the knowledge, skills and ideal characteristics necessary for this position.
3. Submit a current resume.
4. Submit eight references from current or former employment settings. References should include: two supervisors, two direct reports, two employee group leaders, and two peer administrators. The following information for each reference must include: name, title, relationship with the applicant, address, preferred phone and email contacts. Any references in addition to the required eight will be disregarded. Note that references will only be contacted for finalists, along with any other individuals able to assess the applicant's suitability for the position, as identified by those assigned to conduct background investigations.

For additional information, nominations or confidential inquiries please contact:

Team Leader - **Pam Walker, Ed.D.**

(916) 768-8565 / pwalker@pplpros.com

Senior Associate – **Diane Clerou, M.P.A.**

(559) 999-9992 / dianeclerou@sbcglobal.net

HIRING PROCESS TIMELINE

It is anticipated that screening activities will be conducted as follows:

- **Week of March 29:** Screening begins
- **Week of May 3:** Initial Interviews
- **Week of May 31:** Final Interviews with Chancellor Marvin Martinez
- **July 1:** New Vice Chancellor of Human Resources assumes office

All inquiries, nominations and applications will be held in strict confidence.

Travel reimbursement is available to those meeting established district criteria.

RSCDD is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

