

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED MARCH 2022

DIRECTOR, PEOPLE AND CULTURE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Director of People and Culture leads, partners, and optimizes the delivery of consistently excellent people and culture related strategy in the areas such as organizational design, technology innovation, continuity planning, on-boarding, employee communications, training, performance management, employee relations, total rewards, compliance, labor partnership, and coaching. The Director of People and Culture reports to the Assistant Vice Chancellor of People and Culture.

REPRESENTATIVE DUTIES

1. Proactively partners with stakeholders to influence organizational transformation.
2. Engages in integrated, actionable talent strategies and initiatives that help grow the business and deliver results.
3. Innovates on People and Culture processes and technologies in fields such as onboarding, diversity recruitment, people analytics, sustainability, and fiscal management.
4. Serving as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems, and HRS.
5. Develop and recommend new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's People and Culture employee services projects and programs; oversee the maintenance of the People and Culture Procedures Manual.
6. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
7. Establish and implement People and Culture plans that effectively communicate and support the company's core values, vision, and overall business objectives while paying attention to the impact on employees.
8. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
9. Cultivates and strengthens relationships to implement all People and Culture initiatives and strategies. Provide guidance and input on workforce planning to support business strategy.
10. Analyzes trends and metrics in partnership with the broader cross-functional People and Culture team to develop solutions, programs, and opportunities for learning.
11. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
12. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
13. Operates in a collaborative, positive and open manner - modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
14. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
15. A cultural advocate: proposes/facilitates actions to support employee engagement.
16. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
17. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for district and campus stakeholders.
18. Coaches, supervisors, and leads classified staff in a variety of People and Culture areas.
19. Performs other duties as assigned and serves as a backup to the Vice Chancellor of People and Culture and the Assistant Vice Chancellor of People and Culture.

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JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.
2. Experience innovating in the People and Culture space through technology and stakeholder collaboration.
3. Applicable sections of California Education Code, Labor Laws, and relevant federal and State legislation as they relate to specific area of responsibility.
4. Experience identifying and building strategic cross-functional partnerships across all levels of the business to understand challenges.
5. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
6. Research techniques and statistics in personnel matters, classification, job analysis, recruitment selection, and benefit administration.
7. Experience with software such as Ellucian Banner/Colleague, NeoGov/Workday, and/or other related HRIS/People and Culture software.
8. High degree of business insight; results-oriented with an ability to work independently.
9. Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.
10. A collaborative partner who acts with a sense of urgency and adapts to a fast-paced and ever-changing environment.

Ability to:

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
3. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.
4. Show success utilizing employee attraction, engagement, and retention strategies.
5. Gather and analyze data, reason logically and draw valid conclusions.
6. Analyze situations and make appropriate decisions and/or recommendations.
7. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
8. Clearly communicate ideas and recommendations.
9. Write clear and concise reports.
10. Work with and provide direction to other employees in the completion of the day-to-day work.
11. Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Master's Degree/Juris Doctorate/Doctorate degree from an accredited college or university and (2) year of related work experience.

Board Approved: March 28, 2022