



**Office of Human Resources
Job Description**

DEAN, HUMAN RESOURCES

Position Profile

Under the general direction of the Vice-President, Human Resources, the Dean plans, organizes, controls and coordinates the operations of the District's Human Resources programs involving academic and classified employment processing, academic employee/employer relations, academic recruitment and hiring, including diversity outreach, human resources information systems management, benefits administration coordination, unlawful discrimination, and other related human resources functions.

Primary Duties and Responsibilities

- Assume primary responsibility and leadership for employment-related processing for all District employees, including faculty, classified, administrators, managers, temporary, non-merit, student employees, and documentation for volunteers.
- Allocate resources and personnel to assure the effective and efficient provision of services.
- Develop, administer and coordinate all academic recruitment processes working collaboratively with academic search chairs, reviewing and making recommendations regarding recruitment plans and the implementation of those plans.
- Oversee the faculty recruitment budget; EEO training, and address all unlawful discrimination complaints pertaining to academic employment issues.
- Manage the faculty evaluation process for all probationary, full-time and part-time faculty members, including students' evaluation of faculty.
- Meet with employee groups and individual employees to provide feedback on a variety of work-related issues, concerns, projects and problems.
- Counsel management/supervisory personnel, faculty leadership and union representatives on interpretation of collective bargaining agreements.
- Manage the District's benefits administration program and oversee functions for district employees, dependents and retirees.
- Work with the Benefits and Leave Analyst to monitor faculty leaves and reporting, as well as mandatory Affordable Care Act reporting.
- Oversee the District's retirement plan options and the administration of those plans working directly with fiscal services and payroll to resolve potential salary and retirement related issues of District employees.
- Conduct and coordinate District employee orientations and in-service workshops on Human Resources related topics.
- Serve as the District liaison with internal and external legal counsel for follow-up on cases, management and administrative issues.
- Coordinate and supervise the collection and analysis of employment, salary, benefits and assignment data for reporting purposes and collective bargaining.
- Serve as the District's Custodian of Records.

- Leads or participates on shared governance committees, administrative committees and/or tasks force, including the Crisis Prevention Team and serve as a Title IX Deputy.
- Serve as committee chair, co-chair or representative, as assigned.
- Communicate effectively with administrators, faculty, staff, students and the public.
- May represent the District and the Vice-President of Human Resources, as needed, in matters involving human resources management leadership; including but not limited to court matters, hearings, and appeals.
- Supervise, train and evaluate assigned staff.
- Perform other related administrative duties as assigned.

Minimum Qualifications – Education and Experience

Have a Master's degree* from an accredited institution and academic leadership experience or equivalent. Two years of formal training, internship or leadership experience reasonably related to the administrative assignment will be considered if academic leadership is not at the level of dean.

Have sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities as these factors relate to differences in learning styles.

At least three years of experience in management or supervision of staff and Human Resources functions within an academic environment is preferred.

**Applicant must meet with minimum qualifications of a faculty discipline at the college. To review the minimum qualifications for faculty disciplines, refer to Minimum Qualifications for Faculty and Administrators in California Community Colleges which can be found in the SMC website at:
<http://www.smc.edu/HumanResourcesDepartment/Pages/default.aspx>*

Skill, Knowledge and Abilities

- Strong organizational and communication skill sets.
- Skill in managing a human resources operations, employer-employee relations and EEO rules and in resolving complex problems.
- Skill in preparation, development and delivery of presentations.
- Knowledge of and ability to interpret and comply with government regulations and codes applicable to the assignment, and District policies and administrative regulations.
- Knowledge of current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility.
- Ability to resolve conflicts and exercise judgment and discretion in problem solving.
- Ability to work collaboratively and cooperatively with others.
- Ability to build, lead and to effectively manage others.
- Ability to communicate effectively orally and in writing.

Working Environment and Physical Demands

Normal Office Environment:

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While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials and talk/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job the noise level in the work environment is usually moderate. The work environment is fast paced.

*Position established by the Board of Trustees 1990
Position Description review in September 2016*