



PERALTA COMMUNITY COLLEGE DISTRICT
333 East 8th Street * Oakland, CA 94606 * (510) 466-7200

www.peralta.cc.ca.us

College of Alameda – Laney College – Merritt College – Vista Community College

CLASSIFIED MANAGEMENT JOB VACANCY

EXTENDED APPLICATION DEADLINE DATE

**VICE CHANCELLOR FOR HUMAN RESOURCES
FULL TIME/12 MONTH ASSIGNMENT**

**DISTRICT ADMINISTRATIVE CENTER
OAKLAND, CALIFORNIA**

APPLICATION DEADLINE DATE: DECEMBER 9, 2004 by 4:30 P.M.*
(Appointment to this position is subject to the availability of funds)

(See important detailed application procedures below.)

The Chancellor of the Peralta Community College District is pleased to announce the official search process to identify and select a Vice Chancellor for Human Resources. The Peralta Community College District is located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking to appoint an individual who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The Peralta Community College District serves six cities in the East Bay. The District is renowned for its support of education and has a reputation for developing effective approaches to serving the varied interests and needs of the community. The Peralta Community College District was founded in 1964, serves 29,000 students, and is one of the top community college districts in the State of California in transferring students into the University of California system.

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

THE POSITION

Under the direction of the Chancellor, the Vice Chancellor for Human Resources is responsible for the overall planning, supervision and coordination of the Office of Human Resources, which

* Peralta Community College District Offices are closed on November 25 and 26, 2004.

include all personnel and record keeping functions, Staff Diversity Internship Program, Staff Development Program, Equal Employment Opportunity Programs, Employee Fringe Benefits Program, Safety and Police Services, Risk Management and other related programs and functions. The Vice Chancellor for Human Resources is expected to set a management standard of leadership ensuring accurate and timely responses by the Office of Human Resources to the Peralta Community College District staff and community.

RESPONSIBILITIES

- Provides administrative leadership for the Human Resources Office including oversight and direct involvement in recruitment and selection procedures, employee disciplines, staff diversity, classified/academic/administrative evaluations, reclassification, employee complaints and investigations and related functions.
- Serves as the District's Chief Negotiator for collective bargaining; provides leadership to the District negotiation team in reviewing, analyzing and preparing counter proposals during formal negotiations.
- Provides leadership for the District's Risk Management Program, Safety and Police Services, Faculty Diversity Internship and Staff Development Program.
- Provides competent leadership in potential pre-litigation matters, including: collective bargaining, labor relations, sexual harassment, discrimination fact-finding investigations, disciplinary investigations, performance evaluations, employee discipline and processing of grievances.
- Plans, organizes, directs, and evaluates the classification, compensation, recruitment, examination, employee performance evaluation system and other centralized Human Resources activities of the District.
- Serves as the District's liaison for Federal and State agencies including U.S. Department of Education's Office of Civil Rights, California Department of Fair Employment and Housing, and the Equal Employment Opportunity Commission.
- Serves as District Equal Employment Opportunity/Staff Diversity Officer and Title IX, Gender Equity Officer.
- Provides information and training in personnel processes and procedures, and provides technical assistance and information to departments and other divisions within the District on these matters.
- Responsible for interpretation of, and compliance with, Federal and State laws and regulations relating to Human Resources.
- Provides training and direction to administrators and supervisors in interpreting and compliance with negotiated collective bargaining agreements.
- Responsible for development and implementation of plans, policies and procedures.
- Oversees the development and administration of the annual budgets for Human Resources and staff diversity program areas.

- Oversees the preparation of materials and reports for the Board of Trustees, including Board agenda items.
- Prepares necessary materials to implement personnel actions; answers complex questions concerning personnel processes and procedures, and interprets District personnel policies and procedures.
- Administers the daily operation of District Office of Human Resources and maintains all necessary personnel records, whether required by law, resolution, or necessity, complying with all pertinent Federal, State or local regulations governing the collection and use of such information.
- Participates in long-range planning and policy development with specific reference to human resources management, including the assessment of professional development needs, and employee performance and development.
- Develops and directs the maintenance of the computerized personnel records and processing systems.
- Administers the District's Employee Fringe Benefits Program.
- Keeps abreast of all pertinent legislation, rules, regulations and court decisions that may relate to faculty, staff and personnel operations.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Earned Master's Degree from an accredited institution, in a related field such as Human Resources and Development, Public Administration, Business Administration, Organizational Management, a degree in Law, or the equivalent.
2. Three (3) years increasingly responsible administrative experience including managerial and supervisory experience.
3. Knowledge of principles of management, supervision, and personnel administration; California Education Codes, Federal and State Codes and regulations; compensation and salary administration; and recruitment/selection.
4. Working knowledge of Human Resources principles.
5. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
6. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

1. Possession of a doctorate from an accredited college or university in Industrial Relations, Personnel Administration, Human Resources Management, Industrial Psychology, Public Administration, Business Administration, Law or a closely related field.

2. Experience in collective bargaining and administration including discipline and grievance resolutions.
3. Related management experience in an educational or public sector environment.
4. Knowledge of applicable laws, codes, regulations, policies and procedures related to personnel functions, collective bargaining and employee relations in a community college.
5. Demonstrated knowledge of laws, guidelines, concepts, principles and practices and skill in position classification, compensation analysis, recruitment and selection.
6. Demonstrated knowledge of laws, guidelines, concepts, principles and practices related to employee relations in a collective bargaining environment.
7. Demonstrated experience developing institutional policies and implementing procedures related to Human Resources.
8. Ability to establish and maintain effective working relationships with executives and other managers, faculty, subordinates and other classified staff, and others contacted in the course of work.
9. Knowledge of Human Resources information systems, functions and operations.
10. Knowledge of and ability to make sound judgments involving applications of California Education Code provisions and other Federal and State laws and guidelines related to personnel administration.
11. General knowledge of Public Law.

SALARY AND BENEFITS

Salary placement is negotiable and commensurate with experience.

The Peralta Community College District provides a fringe benefits program including holidays, sick leave, twenty-two (22) days of paid vacation each year, medical, dental, life insurance and membership in the California Public Employees' Retirement System (PERS). Many benefits apply to both employees and their dependents.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

APPLICATION PROCEDURES

Applicant must submit a complete application packet as described below:

1. Applicant must submit a completed Peralta Community College District Management Employment Application Form and a brief letter of interest (maximum of two typewritten pages) stating specifically how you would address the challenges and opportunities of the position. Incomplete applications will not be considered. Resumes cannot be substituted

for the requested information on the Employment Application Form.

2. Current resume of work experience, formal education, training and qualifications.
3. Provide a copy of the Master's or Law Degree Diploma. Official transcripts from a fully accredited college or university institution will be requested and required upon employment.
4. Incomplete application materials will not be considered. **Legible faxed materials accepted until 4:30 p.m. on the filing deadline date. Postmarks not accepted.**
5. All application materials submitted will be considered for this position only and will not be returned, copied or considered for additional or future openings.
6. Travel expenses for the interview and selection process will be borne by the candidates.
7. Inquiries and all materials are to be mailed or delivered to the:

**Office of Human Resources
Peralta Community College District
333 East Eighth Street, Oakland, CA 94606
Information: (510) 466-7296
24-Hour Job Hotline: (510) 466-7223
Fax No. (510) 466-7280 or (510) 466-7397
Website: <http://www.peralta.cc.ca.us>
California Relay Service for the
Hearing-Impaired: 1-800-735-2929**

**APPOINTMENT TO THIS POSITION IS CONDITIONAL UPON THE APPROVAL OF
THE BOARD OF TRUSTEES.**

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the Peralta Community College District which include, but are not limited to, the following items.

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees must pay the processing fee of \$81.00 via Money Order or Cashiers Check only payable to the Peralta Community College District.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.