

VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

The San Bernardino Community College District

The San Bernardino Community College District (SBCCD) has 1,300 faculty and staff that don't just perform a job; they're on a mission to make a difference.

The District serves 22 cities in the heart of Inland Southern California and creates new opportunities for 25,000 students each year through its two fully-accredited campuses: Crafton Hills College and San Bernardino Valley College.

The impact SBCCD makes ripples beyond the walls of its colleges. The District cultivates minds and transforms its community through the Economic Development & Corporate Training division and KVCR, the region's National Public Radio (NPR) and Public Broadcasting System (PBS) television station. Through the District's day-to-day educational enterprise, student spending, and alumni impact, SBCCD generates \$621 million in local economic activity each year.

SBCCD is entering the next decade more resilient and even more committed to building a more prosperous future by strategically building upon its 90-year history – working to open its doors to more students and working to modernize its buildings and classrooms to meet the educational needs of the rapidly growing region.

At the center of SBCCD's goals and aspirations is its faculty and staff who don't just perform a job, they make a difference for the students and the community.

Learn more at <http://sanbernardino.impact.study>

The Position

Reporting to the Chancellor, the Vice Chancellor, Human Resources and Employee Relations (Vice Chancellor) is a member of the Chancellor's Cabinet and serves as the District's Chief Human Resources Official. The Vice Chancellor plans, organizes, directs, and develops strategies for all human resources and employee relations operations of the San Bernardino Community College District, including but not limited to personnel operations, equal employment opportunity, staff development, classification and compensation, benefit programs, and employee relations. The Vice Chancellor is a subject matter expert in human resources who provides advice and council to District management and the Board of Trustees on all matters related to human resources management and employer/employee relations in a con dent and collaborative manner while demonstrating the ability to anticipate and resolve issues proactively. This position has substantial interface with all other organizational units of the District by providing leadership on highly complex human resources issues.

Specific duties of the Vice Chancellor include:

- Oversees the development and implementation of District human resources policies and procedures; ensures consistent application of policies and procedures;

- Plans, directs, evaluates, and reviews the full range of human resources functions, programs, and operations of the District including recruitment, employment, compensation, classification, employee benefits, and professional development programs;
- Develops strategies for long and short-range plans, goals, objectives, policies, and procedures in the areas of human resources and employee relations;
- Serves as the District's Chief Negotiator in collective bargaining negotiations and contract management; advises the Chancellor and the Governing Board on all matters relating to labor/employee relations;

Staff Diversity Officer and Title IX/Gender Equity Officer; provides overall leadership and coordination of recruitment and employment practices that promote diversity and EEO compliance.

- Assesses staffing levels and develops the District's staffing plan in alignment with the District strategic plan;
- Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program;
- Directs the development of to the Office of Human Resources & Employee Relations budget process;
- Designs and implements professional development programs including leadership and staff training, mandated training, and employee orientations in alignment with the District's mission and goals; designs long and short- term efforts to professionally develop internal capacity to facilitate and improve organizational effectiveness in alignment with the District strategic plan;
- In consultation with legal counsel, advises the Chancellor and Board of Trustees on worker compensation and other personnel matters involving litigation;
- Analyzes and processes classified and academic grievances according to negotiated contract procedures; and
- Develops strategies for effective customer service in the Office of Human Resources and Employee Relations.

The Vice Chancellor is expected to set a management standard of leadership ensuring accurate and timely procedures for provision of services in support of the District. The Vice Chancellor is also responsible for interpretation and implementation of contracts, personnel protocols, and best practices.

The Ideal Candidate

The Chancellor of San Bernardino Community College District and the Vice Chancellor, Human Resources and Employee Relations Search Committee will consider a candidate's educational background, professional experience and accomplishments, reputation, and leadership characteristics in the search for a new Vice Chancellor. The ideal candidate will understand the impact human resources related decisions have on overall operational effectiveness. It is of great importance that this individual is flexible with a leadership style that is collegial, approachable, and accessible on campus and in the community.

The top candidate should be:

- An experienced leader who is creative, visionary, and who embraces opportunities to review and improve practices and procedures within his or her scope of responsibility;
- An analytical thinker, strategic planner, excellent organizer, and delegator of responsibility who empowers employees while maintaining accountability;
- A critical thinker who seeks innovative solutions to problem solving, and is committed to the effective use of technology within human resources and throughout the District;
- An excellent communicator, both verbally and written;
- A team builder who fosters cohesion and a sense of working together for the good of the District, while exemplifying collaborative decision making, striving to strengthen District- wide and community relations;
- Highly ethical, trustworthy, credible, loyal, and inter-culturally competent with respect for diverse views and opinions; and
- Focused with a commitment to embracing the overall mission of San Bernardino Community College District by supporting teaching, academic excellence, and student learning and success through the work of the Office of Human Resources & Employee Relations.

In addition, the ideal candidate will possess the following knowledge and abilities:

Knowledge of:

- Principles and practices of human resources management and personnel administration;
- Broad-based knowledge of a public organization, preferably a community college environment;
- Principles, trends, methods, strategies, and procedures pertaining to human resources management, labor relations, equal employment opportunity, liability, and staff development systems and programs;
- Principles, methods, techniques, and strategies of organizational planning, control, evaluation, and forecasting;
- Legal mandate and applicable federal and state laws, rules, codes, and regulations including California Education Code and Title 5;
- Human resources information systems and functions;
- Principles and practices of budget preparation.

Visit us online at sanbernardino.impact.study

Ability to:

- Provide administrative leadership to the SBCCD's Office of Human Resources & Employee Relations including oversight of a full range of human resources and employee relations programs, functions, and operations;
- Effectively manage, coordinate, and lead in planning, research, evaluating, monitoring, maintaining, and expanding human resources programs in an educational institution;
- Accurately interpret and administer state and federal laws and regulations, legal mandates, regulations, policies, and negotiated agreements;

- Articulate and champion a shared District vision; convey ideas and information effectively through verbal and non-verbal means and promote and maintain high standards of integrity, honesty, confidentiality, and respect for all people;
- Conduct negotiations and contract administration.
- Provide guidance and advice on a full range of human resources related matters including employee-relations matters, performance management, and disciplinary processes;
- Promote effective communication with District and college personnel regarding human resources-related information; and
- Train, supervise, and evaluate personnel.

Challenges and Opportunities

The next Vice Chancellor, Human Resource and Employee Relations will face significant challenges, but will also have ample opportunities that are ready for development.

- The District is currently in employee negotiations and the new Vice Chancellor will provide strong leadership in guiding the process.
- The Office of Human Resources & Employee Relations will lead the implementation of the integrated planning framework. Several process improvements will need to be prioritized, evaluated, and implemented.
- The implementation of ADP software and subsequent human resource modules will present a significant opportunity to improve efficiencies within the organization.

Education and Experience

Any combination of experience and education that likely provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Master's Degree from an accredited institution of higher education is required. An earned Doctorate is desirable.

Experience: Five years of increasingly responsible management experience in human resources, personnel administration and labor negotiations is required. Candidates must have a verifiable track record of success and a stable work history. Due to the size, scope, and complexities of San Bernardino Community College District, broad management skills and a sophisticated approach to human resources are essential. Experience in a community college environment is desired.

Candidates should be aware that District leadership, working in concert with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience required for this position.

Compensation

The annual salary range for the Vice Chancellor, Human Resources and Employee Relations is \$155,004 to \$188,413. Excellent benefits are also offered.

To Be Considered

Interested candidates are encouraged to apply immediately at

apply@ralphandersen.com by submitting a comprehensive resume, compelling cover letter, references, and salary history. Candidates are urged to submit all materials by December 16, 2016. First review of applications will occur immediately thereafter. This position is open until filled.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Only the most highly qualified candidates will be invited to continue on in the selection process, which will include panel interviews with the Search Committee and finalist interviews with the Chancellor. It is expected the Vice Chancellor will join the District in January 2017 or on a mutually agreeable date.

Candidates are asked to respect the confidential nature of the search. References will not be contacted until mutual interest has been established.

Questions and confidential inquiries regarding this position or the recruitment process should be addressed to Mr. Gary Peterson at (916) 630-4900.