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 Bachelor’s degree from an accredited college or university is desired. Experience in a community college environment is desired.

Ability to

- Effectively manage, coordinate and lead in planning, research, evaluating, monitoring, maintaining, and improving human resources programs in an educational institution;
- Serve as the District’s Chief Negotiator for collective bargaining negotiations; develop collective bargaining strategies; administer collective bargaining agreements; process and resolve grievances and represents the District in administrative hearings;
- Provide guidance and advice to employee-relations matters, performance management, and disciplinary processes;
- Promote effective communication with District and college personnel regarding human resources-related information; and
- Provide consistent and accurate information regarding human resources matters.

Compensation

The annual salary range for the Vice President for Human Resources is $147,340 to $181,984 plus a $2,000 annual stipend for an earned Doctorate. Excellent benefits are also offered.

To Be Considered

This is a confidential process and will be handled accordingly throughout its various stages. 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 Monday, May 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 combination of education and experience required for this position. 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 Superintendent/President. It is expected the Vice President will join the District no later than July 1, 2016 or on a mutually agreeable date.

This is a confidential process and will be handled accordingly throughout its various stages. 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.

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, sex, sexual orientation, physical or mental disability, veteran status, 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.

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.
The District
The Southwestern Community College District, located south of San Diego and extending to the United States – Mexico border, is one of 72 community college districts in the California Community College system. It serves as the primary source of community college education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Imperial Beach, National City, Nestor, Oatay Mesa, Palm City, San Ysidro, Sunnyside, and Coronado.

The College began offering classes to 1,657 students in 1961. By September 1964 initial construction was completed and classes were being held at the new 150-acre campus on the corner of Oatly Lakes Road and East H Street in Chula Vista. In 1988, Southwestern College established its Higher Education Center at San Ysidro. The College again expanded its off-campus locations in 1998 by opening the Higher Education Center at Otay Mesa officially opened. In addition to its off-campus centers, Southwestern College also provides off-campus classes at several extension sites throughout the District and operates an Aquatic Center in Coronado in conjunction with the California Department of Boating and Waterways. Current enrollment at all locations exceeds 20,000 students. More than a half-million students have attended Southwestern College since opening its doors 54 years ago.

The Western Association of Schools and Colleges has continuously accredited since opening its doors 54 years ago. The Western Association of Schools and Colleges has continuously accredited since opening its doors 54 years ago.

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Southwestern Community College Mission Statement
Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through off-campus sites. The College District also stimulates the development and growth of the region through its educational, economic, and workforce opportunities, community partnerships, and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation, and evaluation. The College District provides educational opportunities in the following areas:

• associate degree and certificate programs
• transfer
• professional, technical, and career advancement
• basic skills
• personal enrichment
• continuing education

The Position
Reporting directly to the Superintendent/President, the Vice President for Human Resources (Vice President) is responsible for the overall planning, supervision, and coordination of the District’s Human Resources office, which includes all personnel recruitment, hiring, evaluations, labor negotiations, dispute resolution, litigation, equal employment opportunity programs, health and welfare programs, and other related operations, programs, and functions. The Vice President is a subject matter expert in human resources who is confident and collaborative and demonstrates the ability to anticipate and resolve issues proactively.

The Vice President is expected to set a management standard of leadership ensuring accurate and timely procedures for provision of services in support of the College. This position has substantial interface with all other organizational units of the District by providing assistance on highly complex human resources issues. The Vice President is also responsible for interpretation and implementation of contracts, personnel protocols, and best practices. The Vice President serves as the District’s Chief Negotiator in contract negotiations, and leads the meet and confer process with employee associations. The Vice President is a member of the Superintendent/President’s Cabinet and advises him/her on personnel matters including hiring and terminations. In consultation with legal counsel, the Vice President advises the Superintendent/President and Governing Board on worker compensation and other personnel matters involving litigation.

Responsibilities of this position require a broad-based knowledge of a public organization, preferably a community college environment. Duties of the Vice President include:

• Serves as the District’s Equal Employment Opportunity/Staff Diversity Officer and Title IX/Gender Equity Officer.
• Actively supports and assists in the development and management of faculty and staff diversity employment programs.
• Provides overall leadership and coordination of recruitment and employment practices that promotes diversity and EEO compliance. Assesses staffing levels and develops the District staffing plan in alignment with District strategic plan.
• Designs and implements professional development programs including leadership and staff training; mandated trainings and employee orientation in alignment with District mission and goals; designs long and short-term efforts to professionally develop internal capacity to facilitate and improve organizational effectiveness in alignment with District strategic plan.
• Oversees the development and administration of employee health and welfare, benefits programs, leaves of absence processes, and workers’ compensation.
• Oversees legal issues related to human resources and serves as a liaison with legal firms providing counsel. Responsible for receipt and management of associated litigation.

Southwestern Community College District provides educational opportunities in the following areas:

• Human resources functions and operations including applicable federal and state laws/regulations including California Education Code and Title 5;
• Principles and practices of human resources management including: collective bargaining, recruitment, compensation and benefits administration (including leaves and workers’ compensation), performance management and records management management in the public sector;
• Pertinent federal/state laws, regulations, and court decisions relating to faculty, staff, and personnel operations;
• Focused with a commitment to embracing the overall mission of Southwestern Community College District by supporting teaching, academic excellence, and student learning and success through the work of Human Resources office.

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

Knowledge of:

• Pertinent federal/state laws, regulations, and court decisions relating to faculty, staff, and personnel operations;

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 processes 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 Relations 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 College, while exemplifying collaborative decision making, striving to strengthen College-wide and community relations;
• Highly ethical, trustworthy, credible, loyal, and inter-culturally competent with respect for diverse views and opinions; and

The Vice President for Human Resources Search Committee will consider a candidate whose educational background, professional experience and accomplishments, reputation, and leadership characteristics in the search for a new Vice President. 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 processes and procedures within his or her scope of responsibility;
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The District

The Southwestern Community College District, located south of San Diego and extending to the United States – Mexico border, is one of 72 community college districts in the California Community College system. It serves as the primary source of community college education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Imperial Beach, National City, Nestor, Otay Mesa, Palm City, San Ysidro, Sunnyside, and Coronado.

The College began offering classes to 1,657 students in 1961. By September 1964 initial construction was completed and classes were being held at the new 156-acre campus on the corner of Otay Lakes Road and East H Street in Chula Vista. In 1988, Southwestern College established its Higher Education Center at San Ysidro. The College again expanded its off-campus locations in 1998 by extending to the United States – Mexico border, is one of 72 community college districts in the California Community College system. It serves as the primary source of community college education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Imperial Beach, National City, Nestor, Otay Mesa, Palm City, San Ysidro, Sunnyside, and Coronado.

In addition to its off-campus centers, Southwestern College also provides off-campus classes at several extension sites throughout the District and operates an Aquatic Center in Coronado in conjunction with the California Department of Boating and Waterways. Current enrollment at all locations exceeds 20,000 students. More than a half-million students have attended Southwestern College of Boating and Waterways. Current enrollment at all locations exceeds 20,000 students. More than a half-million students have attended Southwestern College.

The Western Association of Schools and Colleges has continuously accredited since opening its doors 54 years ago. The Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic, and workforce opportunities, community partnerships, and services.

Southwestern Community College Mission Statement

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic, and workforce opportuni- ties, community partnerships, and services.

The Southwestern Community College Mission Statement is to provide educational opportunities in the following areas:

- Professional, technical, and career advancement
- Transfer
- Continuing education
- Lifelong learning
- Leadership and civic engagement
- Transfer
- Student engagement
- Diversity, equity, and inclusion
- Economic development
- Community partnerships
- Student learning and success through the work of Human Resources office.

Responsibilities of this position require a broad-based knowledge of a public organization, preferably a community college environment. Duties of the Vice President for Human Resources include:

- Serves as the District’s Equal Employment Opportunity/Staff Diversity Officer and Title IX/Gender Equity Officer;
- Actively supports and assists in the development and management of faculty and staff diversity employment programs;
- Provides overall leadership and coordination of recruitment and employment practices that promotes diversity and EEO compliance. Assesses staff- ing levels and develops the District staffing plan in alignment with District strategic plan;
- Designs and implements professional development programs including leadership and staff training; mandated trainings and employee orientation in alignment with District mission and goals; designs long and short-term efforts to professionally develop internal capacity to facilitate and improve organizational effectiveness in alignment with District strategic plan;
- Oversees the development and administration of employee health and wellness programs, leaves of absence processes, and workers’ compensation.
- Oversees legal issues related to human resources and serves as a liaison with local governments providing counsel. Responsible for receipt and management of investigations alleging unlawful discrimination and employment-related complaints and management of associated litigation;
- Oversees the development and implementation of District human resources policies and procedures; ensures consistent application of policies and procedures; provides training and direction to managers in interpreting and applying personnel policies and procedures, state and federal laws/regulations, and provisions of collective bargaining agreements;
- Develops and administers budget for the human resources and staff diversity program; Monitors and approves expenditures; and
- Trains, supervises, evaluates and directs the work of human resources staff.

The Superintendent/President of Southwestern Community College District and the Vice President for Human Resources Search Committee will consider a candidate’s educational background, professional experience and accomplishments, reputation, and leadership characteristics in the search for a new Vice President. 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:

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- Pertinent federal/state laws, regulations, and court decisions relating to faculty, staff, and personnel operations;
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 Bachelor’s degree from an accredited college or university with course work in public administration, business administration, or a closely related field. A Master’s degree in public or business administration and/or an earned Doctorate are desirable.

Experience: This position requires at least 10 years of increasingly responsible, directly-related administrative, human resources and experience including 5 years in a management or supervisory capacity. Candidates must have a verifiable track record of success and a stable work history. Due to the size, scope, and complexities of Southwestern College, 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 President for Human Resources is $147,945 to $181,984 plus a $2,000 annual stipend for an earned Doctorate. Excellent benefits are also offered.

To Be Considered

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