ABOUT THE COLLEGE:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

At Pasadena City College we serve our students by:
• Providing courses and programs, in a variety of instructional modalities, which reflect academic excellence and professional integrity
• Fostering a dynamic and creative learning environment that is technologically, intellectually and culturally stimulating
• Challenging our students to participate fully in the learning process and encouraging them to be responsible for their own academic success
• Respecting them as individuals who may require diverse and flexible learning opportunities
• Supporting organizational practices that facilitate student progress towards their goals
• Encouraging and supporting continuous learning and professional development in those who serve our students: faculty, staff, managers, and administrators
THE POSITION:
Under the general direction of the Superintendent/President, this position has broad responsibility for developing, reviewing, and maintaining campus policies and procedures that support effective human resources management and foster ongoing organizational development and an innovative, engaged workforce. The Vice President of Human Resources occupies a key leadership position for the College. In this regard, the Vice President of Human Resources provides dynamic campus leadership and effective day-to-day line management of the array of human resources services and programs in support of achieving the strategic priorities of the College. This position is responsible for building and motivating a human resources professional team which, individually and in collaboration with other divisions and departments, creates a comprehensive, integrated human resources management program including: Workforce analysis and planning; Employment/talent acquisition (recruitment); Compensation; Classification; Labor relations; Employee relations; Benefits; Equal Employment Opportunity, employment compliance and assuring compliance with relevant programmatic and reporting mandates.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
- Serves as a member of the Superintendent’s Executive Cabinet;
- Serves as the Chief Human Resources Officer for the District. Assumes full management responsibility for all human resources, the general personnel program administration, compensation plans and benefits administration, classification management, employee recruitment and selection processes, employer/employee relations, and labor relations;
- Ensures compliance with equal employment opportunity, Title 5, the California Education Code, and all related federal compliance expectations. Coordinates, facilitates, and supervises the District’s grievance and discrimination complaint processes;
- Coordinate collective bargaining activities for all bargaining units. Serve as or coordinate with the college’s chief negotiator with bargaining unit representatives;
- Provides oversight and direction for the legal services needs of the District in consultation with the Superintendent/President and the Assistant Superintendent/Sr. Vice President, Business and College Services.
- Works with District and union leadership to address workplace matters that arise between contract years that may require memorandums of understanding;
- Oversees and manages the District’s benefits programs and services for all employees and ensures contractors are accountable and serve in the best interest of the district and its employees. Ensures that high level, responsive service is provided to current, future and past employees of the District related to employee benefits, programs and services;
- Develops and implements effective human resources policies and procedures. Advises the Superintendent/President on policy issues and legal requirements for compliance. Consults with both special and general counsel on contract issues, litigation, and compliance issues;
- Promotes the principle of diversity in employee recruitment, retention, and advancement practices. Fosters and advances diversity through hiring pools, outreach activities, and professional development;
- Creates and oversees employee development programs and services that advance the workforce of the District;
- Mediates employee grievances; represents the District in grievance hearings; directs disciplinary actions; facilitates supervisor/employee relation problems. Receives, investigates, and seeks to resolve employee and student complaints of unlawful discrimination and harassment;
- Directs and supervises the activities of the Human Resources department. Assigns work to, monitors, and evaluates the Human Resources staff; provides development opportunities to staff; and establishes standards of performance and methods of operation;
- Participates in shared governance committees; develops and facilitates staff development and training activities, including employee orientation programs and mentorships. Chairs committees as assigned or required by role;
- Participates in professional organizations and maintains an expert level of understanding of current ideas, research, and practices related to the areas of responsibility for this position;
- Participates in local, regional, and state activities to promote the Pasadena Area Community College District; and,
- Performs other related responsibilities as may be assigned.
EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:
• Master’s degree from an accredited institution or equivalent;
• Successful experience working within a Human Resources Office at an institution of higher education or the public sector, of appropriate scale and complexity;
• Experience supervising an HR or EEO program within a public sector organization;
• Experience in the development and implementation of Human Resources systems in a diverse and complex organization;
• Demonstrated knowledge in Human Resources Information Systems as well as budget management;

DESIRABLE QUALIFICATIONS:
• Experience in interpreting and/or applying all laws to college policies and procedures.
• Experience in the application of technology to Human Resources.
• Experience in diversity training and hiring.
• Experience in a collective bargaining environment, preferably in a public school or higher education environment.
• Experience within the California Community College System, inclusive of Title 5 and the California Education Code.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Talent Applicant System (ATS) at www.pasadena.edu/hr.

THE POSITION IS OPEN UNTIL FILLED.
Review of materials will begin February 30, 2016. In order to be considered for the first screening, application materials must be submitted no later than February 29, 2016.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.
• The college president will conduct a final interview and recommend a candidate to the Board of Trustees. Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. A list of eight references (name, address, cell number and position), including your last supervisor and at least two of each of the following: peer, direct report, and faculty (or equivalent if not relevant). Note: References will be contacted only for those candidates forwarded by the Search Committee as finalists.

2. A letter of no more than five pages, addressing in general the items under “Representative Duties” and specifically each item listed under “Minimum Qualifications” and “Desirable Qualifications.”
SUPPORTING DOCUMENTS (CONTINUED):

3. Professional resume

4. Unofficial transcripts of graduate work **(official copies will be required of the successful candidate).** Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

5. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

TRAVEL EXPENSES:

The District shall reimburse reasonable travel expenses to those invited to the first level interviews and finalists who are invited to an interview with the college president.

ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer

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**For confidential inquiries, contact:**
Dr. James Walker
Community College Search Services
Telephone: (805) 279-0009
Email: walkerjw@sbcglobal.net

**For further inquiries, please contact:**
Ms. Annette Loria
Interim Executive Director, Human Resources.
Phone: (626) 585-7388
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