

**COLUMBIA BASIN COLLEGE (WA)
invites applications for the position of:**



**Vice President for Human Resources
& Legal Affairs**

SALARY: Depends on Qualifications

OPENING DATE: 07/29/22

CLOSING DATE: Continuous

DESCRIPTION:

Why choose Columbia Basin College (CBC)?

Founded in 1955, Columbia Basin College is a regional leader in providing quality higher education and workforce development. We are proud to be recognized as a Hispanic Serving Institution, 43 percent of our student population are first generation students. Here at CBC, we believe that every student can succeed.

CBC offers 100 plus degree and certificate programs, nine Bachelor programs and 53 certificate choices to over 11,000 students. Our average class size is 17.7 students, allowing a personal approach empowering all students on their pathway to success. CBC's Residence Hall homes up to 126 students each year.

Columbia Basin College's vision is to be the educational home that transforms students' lives through economic and social mobility and strengthens the communities we serve through meeting the ever-changing educational needs of our region and state. Our approach to student success includes guided pathways and personal completion coaches for each student.

It's Columbia Basin College's mission, vision and values that are the driving force behind everything we do. To help drive our Culture of Excellence we promote a Yes, And culture, this approach helps cultivate interdepartmental cooperation and maintain a positive work environment for all employees. For more on Yes, And Culture visit:
<https://galenemanuele.com/blog/yes-and-culture>.

Why choose Tri-Cities, WA?

Located at the confluence of the Columbia, Snake and Yakima Rivers, the Tri-Cities is a growing metro area with over 300,000 residents calling us home. The Tri-Cities is the 4th largest metro area in Washington state and home to a U.S. Department of Energy national laboratory. Our highly educated workforce values education and access to STEM resources. Local employers have access to both Columbia Basin College and WSU Tri-Cities.

The Tri-Cities offers limitless regional attractions, virtually non-existent traffic congestion with over 300 days of sunshine. Known as the heart of Washington wine country, the Tri-Cities has over 200 wineries within a 50-mile radius. Take advantage of the breathtaking views of the vineyards and sample award winning wines.

Family friendly recreation opportunities include 23 miles of continuous riverfront path, STEM resources such as a Planetarium and the Hanford Reach Museum, minor league baseball and hockey teams, exceptional golf courses, and numerous greenways and hiking trails. The affordable cost of living offers families many housing choices, ranging from established neighborhoods to new-construction developments. The Tri-Cities offers one of the best places to

live in Washington state.

Link for more Information about the Tri-Cities:

Tri-City Development Council: <https://www.tridec.org/try-tri-cities/>

Tri-City Chamber of Commerce: <http://www.tricityregionalchamber.com/>

Tri-City Visitor & Convention Bureau: <http://www.visittri-cities.com/>

Tri-Cities Guide: <http://tri-citiesguide.org/attractions-things-to-do.htm>

School Report Cards:

Pasco School District:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/100195>

Kennewick School District:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/100116>

Richland School District:

<https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/100218>

Job Description:

Columbia Basin College (CBC) seeks a Vice President for Human Resources & Legal Affairs. The Vice President for Human Resources & Legal Affairs is a strategic partner and provides leadership and policy direction with direct oversight for all human resources functions, including: talent acquisition, employee benefits and leaves, compensation, classification and compensation programs, onboarding and talent development, employee and labor relations, payroll, environmental safety & health, and employee disability accommodations. Additionally, the position is responsible for the College's legal practices, preparation of written opinions and guidance for college management in regards to grievances, complaints and lawsuits.

The Vice President operates as a critical thought leader and strategic advisor for the College President and Cabinet. In addition to being responsible for coordination and implementation of strategic human resources, labor relations and legal affairs functions, the role serves as a regular member of the President's Cabinet and responsibilities are very broad in scope involving college-wide functions and issues.

The Vice President plays a key role in advancing the "Yes, And" culture and DEI values of the institution through the relationships between the institution and two collective bargaining groups (faculty and classified staff), as well as non-represented employees, that are integral to the success of the College's mission and goals. The incumbent must have strong management, follow through and communication skills, understand and promote the connection between human resources functions and student learning and institutional effectiveness outcomes, understand and work with broad concepts as well as specificity, attend to fine details of policies, laws, and contracts, and exercise discretion and judgment and maintain confidentiality. This position reports to the College President.

This position is open until filled. Priority consideration will be given to applicants whose complete application has been received by August 31, 2022 at 11:59 PM Pacific Time.

Per Governor Inslee's [Proclamation 21-14.1](#) (Download PDF reader), state employees and employees of educational institutions must be fully vaccinated. Please note that any offer of employment is contingent upon you providing verification of your vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until you have either verified your vaccine status or have an approved accommodation. Need more information? Please contact covidvaccinemandate@columbiabasin.edu.

PRIMARY RESPONSIBILITIES:

- Develop, recommend and carry out approved personnel/human resources programs, including talent acquisition, employee benefits and leaves, compensation, classification

and compensation programs, onboarding and talent development, employee and labor relations, payroll, environmental safety & health, and employee disability accommodations in support of the strategic goals identified by the President and Cabinet;

- Plan, develop and administer the annual budgets for Human Resources and Legal Affairs Division, make recommendations on budget and financial data; monitor, control, and authorize expenditures in accordance with established budget procedures, and maintain appropriate records;
- Review, develop and recommend administrative policies and procedures under area of oversight and college-wide that comply with state and federal regulations; maintain College's administrative policies structure with recordkeeping for policy changes for all divisions;
- Serve as the College's Washington Administrative Code 132S Rules Coordinator with knowledge of rules being proposed, maintenance of records of any proposed, adopted or past rule changes, respond to public inquiries about proposed or adopted rules, and oversee compliance with Administrative Procedure Act requirements;
- Serve as the College's primary human resource and legal interface with the Washington State Office of the Attorney General; advise the President and the Board of Trustees, in conjunction with the Assigned Assistant Attorney General on all personnel and legal matters concerning the College; oversee internal assistant general counsel staff and legal work performed college-wide and in support of legal compliance, policy and meeting applicable regulations;
- Serve as the College's Title IX/EEO Coordinator assuming responsibility for leadership, coordination and oversight of the College's Non-Discrimination & Harassment Policy and Procedure and Title IX Policy; coordinates and facilitates the College's compliance with Title IX of the Educational Amendments Act of 1972; develop and implement educational programs regarding discrimination and sexual harassment prevention, ensuring faculty, staff and students understand their rights and, where applicable, responsibilities under the law; oversee and coordinate investigations, responses and resolutions to complaints, to include supervision of investigators and selection and training of Deputy Title IX Coordinator;
- Serve as a member of the CBC negotiation team during contract negotiations, oversee the coordination of the process, drafting of proposals, final administration of negotiated contracts, agreements and memorandum of understandings, promote effective labor/management relations and interpret, monitor and assist with compliance with collective bargaining agreement(s);
- Work in collaboration with CBC administrators and supervisors to investigate and recommend employee disciplinary action consistent with CBC policies, procedures and appropriate collective bargaining agreement(s);
- Interact with administrators, supervisors and employees to assess department/division human resource needs including, but not limited to, organizational structures, staffing, configurations and organizational development;
- Serve as Appointing Authority for Classified Staff with responsible oversight for hiring, oversight and development of evaluation and classification systems, discipline and separation of probationary employees, or granting of civil service status as appropriate; and
- Coordinate the administration of all salary programs, including application of the provisions of the faculty negotiated agreement, compliance with the Washington State Department of Personnel Classified Staff Salary Schedule guidelines, implementation of the administrative/exempt compensation plan, and administration of the hourly pay program;

Areas of oversight

- Oversee talent acquisition and recruitment activities for faculty, administrative/exempt and classified positions, including implementation of strategies to achieve affirmative action and diversity objectives and goals; oversee the College's search advocacy program and coordinate training for faculty and staff;
- Oversee an onboarding and talent development program for faculty, administrative/exempt, and classified staff that enhances the knowledge and skills of CBC's employees, including employee onboarding, training programs, and professional development opportunities;

- Oversee the college's Reasonable Accommodation and Return to Work policy processing reasonable accommodation requests for faculty and staff, and overseeing implementation with supervisors;
- Oversee the College's Public Records Officer under Washington's Public Records Act;
- Oversee the College's Ethics Officer for education and updating staff on compliance responsibilities with the Ethics in Public Service Act, investigate claims, and interface with Executive Ethics Board on any matters under the Act and/or compliance;
- Oversee drafting of MOUs and interagency agreements between CBC and other colleges, agencies and municipalities, contracts with third party companies and others; review and provide advice regarding contracts, real estate transactions and other related areas;
- Oversee development and implementation of written occupational safety and health programs ("ES&H) and policies concerning responsibilities of the College and ensure compliance with state and federal occupational safety; support other related efforts towards employee wellness and ergonomics;
- Oversee the development and implementation of a comprehensive enterprise risk management ("ERM") program designed to protect the College from exposure to risk that could have adverse consequences to CBC's assets, personnel, operations, or community relations; provide leadership and serve on College's ERM Committee;
- Oversee Student Employment Office processes under the Human Resources Department to support on and off campus employment;
- Oversee immigration filings for faculty for lawful authority to work in the position, such as H1-B and other visa filings, interface with special assistant attorney general hired for the performance of work and follow up as appropriate with extension or expiration of status;
- Serve on College committees and provide leadership to College committees as may be designated by the President; act as the College's liaison to external agencies and organizations regarding human resource matters (i.e. State Board for Community and Technical Colleges, Washington State Department of Personnel, Department of Labor and Industries, Department of Employment Security, Human Rights Commission and other organizations);
- Lead, participate in, or coordinate projects, committees or task forces as assigned by the President;
- Discharge other administrative assignments, as directed by the President; and
- Fulfill other duties as assigned.

Common Duties Established for all Vice Presidents

- Support the mission, vision and values of Columbia Basin College through courageous and ethical leadership college-wide and as a thought leader and team member of Cabinet;
- Assure strategies that support student access, success and completion are appropriately prioritized and supported, as well as aligned with the College's mission, vision and values;
- Work as part of the College's Cabinet in support of shared goals across the College, regardless of administrative unit, making generous assumptions and conducting open-minded analysis of situations that can assist all parties to learn from failures and create successes;
- Commitment to a "Yes, And" culture by demonstrating the value of a cohesive, intentional and positive culture that brings out the best in all (i.e., being present and listening, making each other look good, embracing change and failure and choosing positivity);
- Personify leadership that fosters diversity, equity and inclusion, that is transparent, positive, visible and ethical in terms of its service to students, the College and the community; and
- Train, supervise and evaluate employees through College policies and applicable collective bargaining agreement(s) with courageous conversations and the appropriate use of candor and principles of trust, honesty, humility and compassion and the provision of support and appropriate resources geared toward success regardless of employee type.

REQUIRED QUALIFICATIONS:

- Juris Doctorate degree from an institutionally accredited college or university;
- Five (5) years of experience in the fields of human resources administration, human resources development, policy and program development, labor and employee/faculty relations, benefits, classification collective bargaining, ADA and FMLA requirements, affirmative action, strategic human resource planning and supporting a diverse workforce; and
- Demonstrated commitment to and competence in leading and supporting a diverse, equitable and inclusive organization.

Preferred Qualifications:

- Demonstrated knowledge of human resources policies, procedures and regulatory requirements;
- Knowledge of labor relations law and practices, and experience with collective bargaining, contract negotiation and contract administration;
- Strong leadership and coaching skills;
- Demonstrated ability to be proactive, implementing forward-thinking strategies to meet the anticipated needs of the institution;
- The ability to balance strategic focus with operational perspective (articulate vision, execute strategic initiatives, and manage the operations of College HR team);
- Excellent communication skills; written, verbal, presentation, and interpersonal;
- Experience in public and/or academic environments; and
- Familiarity with academic, community college or university institutions.

Preferred Special Requirements/Conditions of Employment

- Washington State Bar License or the ability to obtain Washington licensure.

Competencies:

Participatory Management: Provide opportunity for assigned staff to participate in management decision-making when and where appropriate. Consistently seek out appropriate information and input that ensure stakeholders perspective is considered;

Approachability: Willing to take immediate time to actively listen to others. Considered “accessible” or can be depended upon to be available when needed. Responsive;

Change Management: Initiate and/or manage the change process and energize it on an ongoing basis, taking steps to remove barriers or accelerate its pace;

Leadership: Lead by example, serve as appropriate role model to colleagues. Demonstrate confidence within area of expertise – promote a cooperative work environment. Ability to appropriately apply leadership techniques to motivate, develop and guide employees;

Visionary Leadership: Create a clear, compelling vision. Communicate vision and gain commitment. Act in accordance with vision. Display passion and optimism. Mobilize others to fulfill the vision;

Oral & Written Communication: Speak clearly and persuasively in positive and negative situations. Listen and get clarification. Respond well to questions. Demonstrate group presentation skills. Participate in meetings. Structure and convey information clearly and effectively through both formal and informal documents. Review and edit written work constructively. Ability to tailor to audience in mind;

Student Centered: Attention, interest, activities and efforts are centered upon the best interest of students. Create and support an environment that enables learners to achieve their personal, academic, and professional goals. Provide courteous and helpful responses to all customers, whether they be students, general public or employees from another department;

Support for Diversity, Equity & Inclusion: Support initiatives of the district, colleges and divisions to expand the human qualities that differentiate our workforce and workplace. Exemplify tenants of tolerance, acceptance and interest in different viewpoints, cultures, and backgrounds and demand similar conduct of assigned staff and department;

Accountability: Accountable for own actions, decisions, errors, mistakes and/or failures to act when appropriate. Accept responsibility when given, understand what duties employee is responsible for and can be counted upon to carry out those responsibilities; and

Teamwork: Demonstrate a willingness to work with, and help others in completing job assignments, the ability to accept constructive criticism, and to cooperate with fellow employees and supervisors.

TERMS OF EMPLOYMENT:

This is a twelve (12) month per year, full-time exempt position. The standard work hours will be Monday through Thursday 7:00 a.m. to 4:30 p.m., and Friday 7:00 a.m. to 12:00 p.m.; however, this position has 24/7 responsibilities with weekend and evening responsibilities required. This position is overtime exempt.

PROCESS NOTE:

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Additionally, pursuant to RCW 28B.112.080, applicants must declare whether they are the subject of any substantiated findings of sexual misconduct in any current or former employment or are currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employer. By law, post-secondary education institutions cannot hire an applicant who refuses to declare the existence or non-existence of an investigation or findings subject to this statute.

CONDITIONS OF EMPLOYMENT:

In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4740.

OTHER JOB ELEMENTS:

The working conditions listed below represent those that must be met by an incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

WORKING CONDITIONS:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility including having the ability to move materials on a regular basis such as files, books, office

equipment, etc. and travel between buildings on campus. Manual dexterity and coordination are required to operate equipment such as computer keyboard, calculator, and standard office equipment.

Work environment includes office and other settings as appropriate. It is a fast paced and sometimes stressful services environment. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. There will be an occasional need for travel.

SKILLS & ABILITIES:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://columbiabasin.edu/jobs>

Position #E-22-015
 VICE PRESIDENT FOR HUMAN RESOURCES & LEGAL AFFAIRS
 AJ

2600 N. 20th Ave.
 Pasco, WA 99301
 509-542-4875

jobs@columbiabasin.edu

Vice President for Human Resources & Legal Affairs Supplemental Questionnaire

- * 1. Please select the response from below that most closely matches your education.
 - I have a Master's degree
 - I have a Doctorate degree
 - I have a Juris Doctorate degree
 - N/A
- * 2. Please select the response from below that most closely matches your experience in the fields of human resources administration, human resources development, policy and program development, labor and employee/faculty relations, benefits, classification collective bargaining, ADA and FMLA requirements, affirmative action, strategic human resource planning and supporting a diverse workforce.
 - I have some but less than three (3) years of experience
 - I have three (3) years but less than five (5) years of experience
 - I have five (5) or more years of experience
- * 3. Please describe your experience in the fields of human resources administration, human resources development, policy and program development, labor and employee/faculty relations, benefits, classification collective bargaining, ADA and FMLA requirements, affirmative action, strategic human resource planning and supporting a diverse workforce. Include positions and dates this work was performed.
- * 4. What is your philosophy and approach to union and non-represented employee relationships and please give an example of how you have put your philosophy into practice?

- * 5. What is the role of Human Resources and Legal Affairs to support student success and the overall mission of the College?

- * 6. Briefly describe your philosophy of leadership and how that applies to the position of a Vice President on a community college campus.

- * 7. Describe your commitment to and competence in leading and supporting a diverse, equitable and inclusive organization and how you have demonstrated that in your work.

- * 8. This job requires considerable contact with a broad spectrum of people. Please describe what you believe are the most significant aspects of human diversity. What is your experience working with and for people of diverse backgrounds and share with us why you believe that experience is relevant to the work of this position?

- * Required Question