

AP 7110 Delegation of Authority

Reference:

Education Code Section 70902(d); Accreditation Standard 7.b

Superintendent/President

The Superintendent/President, after consulting with the appropriate College personnel, shall recommend to the Board additions to and changes in personnel, including selection, evaluation, and dismissal.

Associate Dean of Human Resources

Under the direction of the Superintendent/President, the Associate Dean of Human Resources/Equal Employment Opportunity shall:

1. Organize and direct the academic and classified personnel programs to include employee recruitment, hiring, evaluating, discipline, staff development and contract management; develop, implement and monitor the District equal employment opportunity program and policies; select, supervise and evaluate personnel in the Human Resources Office.
2. Plan, organize and direct operations and activities related to academic and classified personnel, assuring compliance with applicable laws, codes and regulations; provide counsel to top management regarding issues in human resources management.
3. Coordinate and direct personnel recruitment activities and interviewing, selection and hiring procedures assuring the enforcement of equal employment opportunities policies and programs.
4. Serve as District Equal Employment Opportunity Officer; develop and administer the District's equal employment opportunity, sexual harassment and related policies and programs to assure compliance with federal, state and District regulations.
5. Participate as a non-voting member in interviewing committees for academic and classified vacancies as required; screen applicants, collect and analyze data to assure minimum qualifications are met.
6. Review and approve various personnel-related actions and requests, including salary reclassification and the use of substitute employees.
7. Prepare and maintain salary schedule for classified personnel; coordinate and respond to salary surveys for academic and classified personnel.
8. Develop and recommend human resource management policies, procedures and programs to meet the needs of the District.
9. Respond to complaints and grievances, investigate discrimination complaints from staff and students; apply and explain rules, regulations, policies and practices related

to human resources administration and Equal Employment Opportunity Plan Compliance.

10. Conduct grievance sessions as necessary and resolve as appropriate in accordance with District policy and practice, as well, as applicable collective bargaining agreements.
11. Plan, assign, organize, and direct the work of Human Resources Department staff; select, supervise and evaluate assigned personnel; coordinate the evaluation and progressive discipline of personnel; review staff work for accuracy and compliance with District policies and procedures.

The Associate Dean of Human Resources/ Equal Employment Opportunity Officer will have final oversight of all policies and procedures pertaining to the employment of faculty at Imperial Valley College. Potential employees will not receive an assignment until the Associate Dean of Human Resources is satisfied that all hiring procedures have been followed.