Director, Human Resources & Risk Management

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Type: Full-Time
Salary: $165,456 - $207,852 per year
Posted: 1 day ago
Application Due: 06/16/2026
Category: Human Resources
Director, Human Resources & Risk Management

Salary: $165,456.00 - $207,852.00 Annually
Job Type: Full Time
Job Number: Director HR Risk Management-26
Closing: 6/16/2026 11:59 PM Pacific
Location: Norwalk, CA
Department: Director HR Risk Management-26
Division: Human Resources

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex,

age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on June 16, 2026 at 11:59 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at http://www.cerritos.edu.

Department Profile

The Human Resources Department strives to provide quality customer service to all District employees. By recruiting qualified individuals, retaining valuable employees, administering benefits, mitigating risk, providing a safe work environment, and issuing policies and procedures that promote equity, diversity, inclusion, and accessibility, the Human Resources Department handles crucial employee life cycle processing and services. All Human Resources services are planned, organized, and achieved through a collaborative, respectful, and innovative environment.

Summary

Organizes, supervises, leads, and performs human resource services in the areas of employee recruitment, selection, employment, job classification and compensation, labor relations, risk management, record keeping, Board agenda, and human resources information systems. Leads and supervises the day-to-day operations of the Human Resources department, implementation of District policies, procedures, and collective bargaining processes. Assists in the overall management, coordination, and supervision of human resources, benefits, and labor relations functions.

Distinguishing Career Features

Reporting to the Vice President, Human Resources/Assistant Superintendent, the Director of Human Resources and Risk Management is a management position with a lead role in the Human Resources office. The Director will lead human resources staff in the operation of an efficient, transparent, and proactive District human resources program. Under the direction of the Vice President, the Director will work closely with the Director, Diversity, Compliance, and Title IX Coordinator, to plan and administer such functions as, but not limited to, employment

and employee relations, workers' compensation, risk management, collective bargaining agreements, and compliance with federal and state law, Board policies and District procedures related to human resources. The Director will provide administrative and technical direction to administrators and staff regarding human resources and personnel matters. The Director will assist in establishing comprehensive professional development, training and orientation programs for administrators and staff. The Director will be responsible for effective internal and external communications by the Human Resources department.

Job Duties

Essential Duties and Responsibilities

- As directed by the Vice President, Human Resources/Assistant Superintendent, the Director, plans, organizes and supervises day-to-day operations and activities related to the recruitment, employment, human resources information system functions within the Human Resources department. Motivates, trains, and evaluates assigned personnel to provide high quality work and service.
- Plans, organizes, supervises, and participates in development and maintenance of job descriptions, departmental change processes, salary schedules, selection, and employment procedures.
- Plans, supervises, assesses, and evaluates the support services required for implementing and coordinating all aspects of the District's Selection procedures for recruitment and employment, including establishment and effective maintenance of a web-based application system.
- Develops and implements procedures for processing and maintaining records for minimum qualifications for hire and faculty service areas for academic personnel.
- Develops and maintains employee seniority lists for academic and classified personnel.
- Develops, coordinates, and supervises the maintenance of personnel records. Coordinates the development and maintenance of the human resources information system.
- Supervises and performs personnel actions including employment, transfers, classification or salary changes, promotions, resignations, retirements, terminations, and other personnel actions as required.
- Assists and counsels management personnel with administrative and technical personnel issues, collective bargaining agreements, effective problem resolution, and other personnel matters in areas of responsibility.
- Provides professional advice and counseling to employees regarding recruitment, selection, classification, salary, resignations, and other personnel actions in areas of responsibility.

- Consults and participates in the development and implementation of effective and biasfree recruitment and screening procedures for all employees; ensures compliance with state and federal legal requirements; and ensures Equal Opportunity employment for the District.
- Coordinates with the Director, Diversity, Compliance, and Title IX Coordinator on recruitment, selection, job classification, compensation, personnel action, labor relations, and other areas of responsibility to ensure compliance with federal, state, and local law, as well as Board policy and District procedures.
- Assists the Director, Diversity Compliance, and Title IX Coordinator in resolving employee disciplinary matters and grievances as required.
- Strategically lead AI integration across HR functions - including recruitment, onboarding, talent management, and workforce analytics - with a focus on ethical use and organizational impact.
- Translate AI insights into actionable strategies that enhance performance, support succession planning, and drive data-informed decision-making.
- Oversee change management and staff development to ensure successful adoption of AI tools and continuous improvement in communication and workflow efficiency.
- Plans, organizes, supervises, and participates in risk management functions, including workers' compensation, safety, liability claims and contracts.
- Serves as the District's liaison for workers' compensation and unemployment claims related matters.
- Prepares and submits personnel-related items to the Vice President for the President's Executive Cabinet review and Board of Trustees consideration.
- Prepares agenda items for human resources matters for Board of Trustees and memoranda of Board action to employees after Board action.
- Assists in the preparation of reports for internal use and for external federal and state agencies, including statements, findings, conclusions, and recommendations, and depending on the nature of the report, provides background information for use by external investigators or legal counsel in areas of responsibility or as assigned.
- Serves as liaison for the District to various agencies and governmental units; responds to inquiries and provides confidential data and analysis as required; assists in internal and external auditing processes by providing confidential data and reports; responds to questions and retrieves documents as required in areas of responsibility or as assigned.
- Develops, maintains and delivers the District's annual Human Resources Board items report.
- Assists with the development, revision, interpretation, and administration of personnel related Board Policies and administrative procedures.
- Coordinates, assists, and participates in the development, preparation, and maintenance of human resources information for employee handbooks and other administrative publications (print and online).

- Develops and supports employee orientations and coordinates comprehensive in service workshops on human resources policies, practices and procedures for administrators and staff. Facilitates group processes for problem solving, in-service training team-building and communications.
- Participates in labor negotiations and assists with the preparation and administration of collective bargaining agreements.
- Ensures accuracy of internal and external print and online publications related to the areas of responsibility.
- Represents the District at meetings, consortiums, or other external activities as assigned related to Human Resources or labor relations matters.
- Participates in external organizations and/or other activities for professional development in the human resources/labor relations fields.
- Maintains current knowledge and skills related to duties and responsibilities.
- Assists and supports budgets development and program review and maximizes financial resources.
- Participates in committees, task forces, and special assignments.
- Anticipates, prevents and resolves conflicts and problems under areas of supervision.
- Performs other related duties as assigned

Minimum Qualifications

Minimum Qualifications for Education and Experience

Required: Master's degree from an accredited four-year college or university in human resources, organizational management, business or public administration, or field directly related to the major responsibilities of the position AND at least four years (full-time equivalent) of recent progressively responsible experience with organization-wide accountability for one or more human resources functions. At least two of the four years must be at the management level. A combination of education and experience equivalent may be considered.

Demonstrated understanding and sensitivity to the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

Preferred Qualifications

Three or more years of full-time equivalent management experience that included the following responsibilities:

- Advising management on personnel issues, collective bargaining agreements, and effective problem resolution
- Preparing agenda items for legislative body approval of various employee lifecycle actions within a public organization
- Coordinating and overseeing the development and maintenance of a complex human resources information system

Supplemental Information

Knowledge and Skills

The position requires specialized professional knowledge of:

- Theories, principles, practices, and techniques associated with human resource management in higher education or related public service.
- Labor relations, organization and employee development, recruitment and selection, salary administration, and group process facilitation.
- Demonstrated experience in human resource policy development an implementation.
- Principles and practices of modern supervision, training, and professional development in an academic setting.
- Familiarity with the California Education Code, California Government Code, and other federal and state laws and regulations as they relate to public sector human resource functions, collective bargaining, and employee relations in a community college.
- Computerized human resources information systems (HRIS), with advanced capability in spreadsheets, databases, presentation graphics, and word processing.
- Salary and classification administration. ? Well-developed oral and written language skills to prepare reports and professional correspondence.
- Sufficient math skill to prepare budgets and to analyze statistical, economic, and numerical information.
- Well-developed human relations skills sufficient to participate in labor negotiations, conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Strong grasp of AI applications in HR, including recruitment, performance, engagement, and planning.
- Knowledge of ethical and legal standards in AI use, such as bias prevention and data privacy.
- Familiarity with emerging AI tools and their strategic impact on HR operations.
- Ability to assess and implement AI platforms aligned with organizational goals.
- Skilled in interpreting AI workforce data for informed decision-making.
- Proficient in integrating AI with HRIS for smooth adoption and usability.
- Ability to establish and maintain effective relationships with colleagues and the public.

Abilities

This position requires the ability to:

- Independently administer human resources programs or functions.
- Learn, interpret, apply and develop policies and procedures governing human resources.
- Learn, interpret, and apply the California Education Code, California Government Code, and other federal and state laws and regulations as they relate to the responsibilities of the position.

- Organize, plan and interpret human resources programs, and to develop and maintain a productive employer/employee relations program.
- Compile and analyze supporting data and prepare clear and concise reports.
- Communicate effectively both orally and in writing, formal presentations and facilitate group processes.
- Evaluate and solve problems, frequently of a confidential and sensitive nature, and to make effective decisions involving matters of potential District liability.
- Understanding and sensitivity to needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
- Work cooperatively and productively with internal and external constituencies. ? Advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.
- Lead AI-related change initiatives that build trust and transparency.
- Design HR strategies using AI for workforce planning and succession.
- Align AI innovation with compliance and organizational values.
- Promote continuous learning to support AI adoption in HR.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Work a flexible schedule including nights, weekends, and split schedules.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 37 on District Management Salary Schedule ($13,788.00 - $17,321.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of $4,069 shall be provided to management employees with an earned doctorate degree.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time 12-calendar month classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Tentative Interview Timeline (subject to change): Candidates should plan for first-round interviews to be scheduled during the week of July 6, 2026. Final interviews are tentatively scheduled for July 13, 2026.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

To apply, visit https://www.schooljobs.com/careers/cerritosedu/jobs/5332358/director-human-resources-risk-management< /b> ***The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.*** **.jeid-5565d4f5ccf82147a11db650589e47eb**