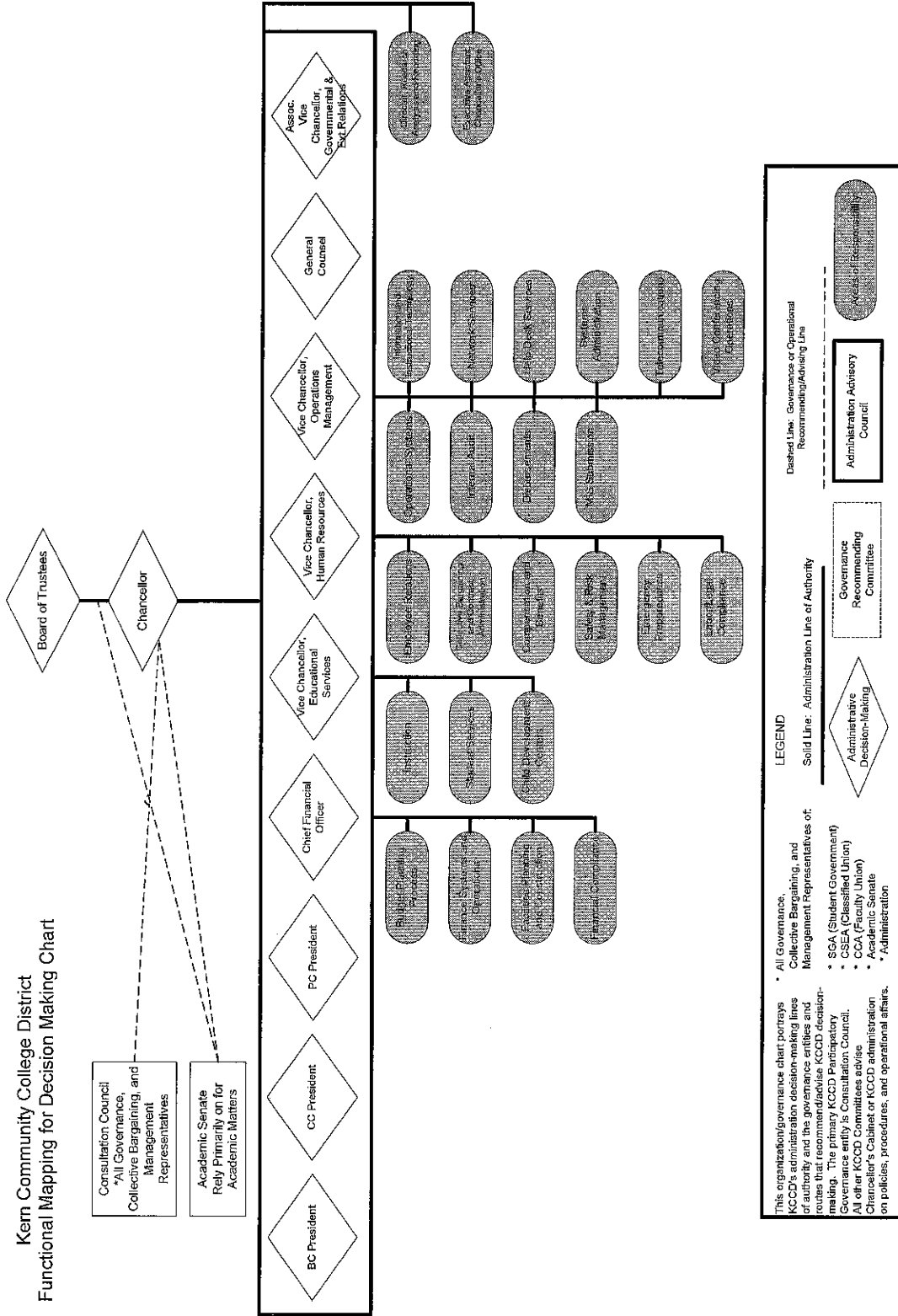


Kern Community College District Functional Mapping for Decision Making Chart



The decision-making charts for each College are included at the end of this document.

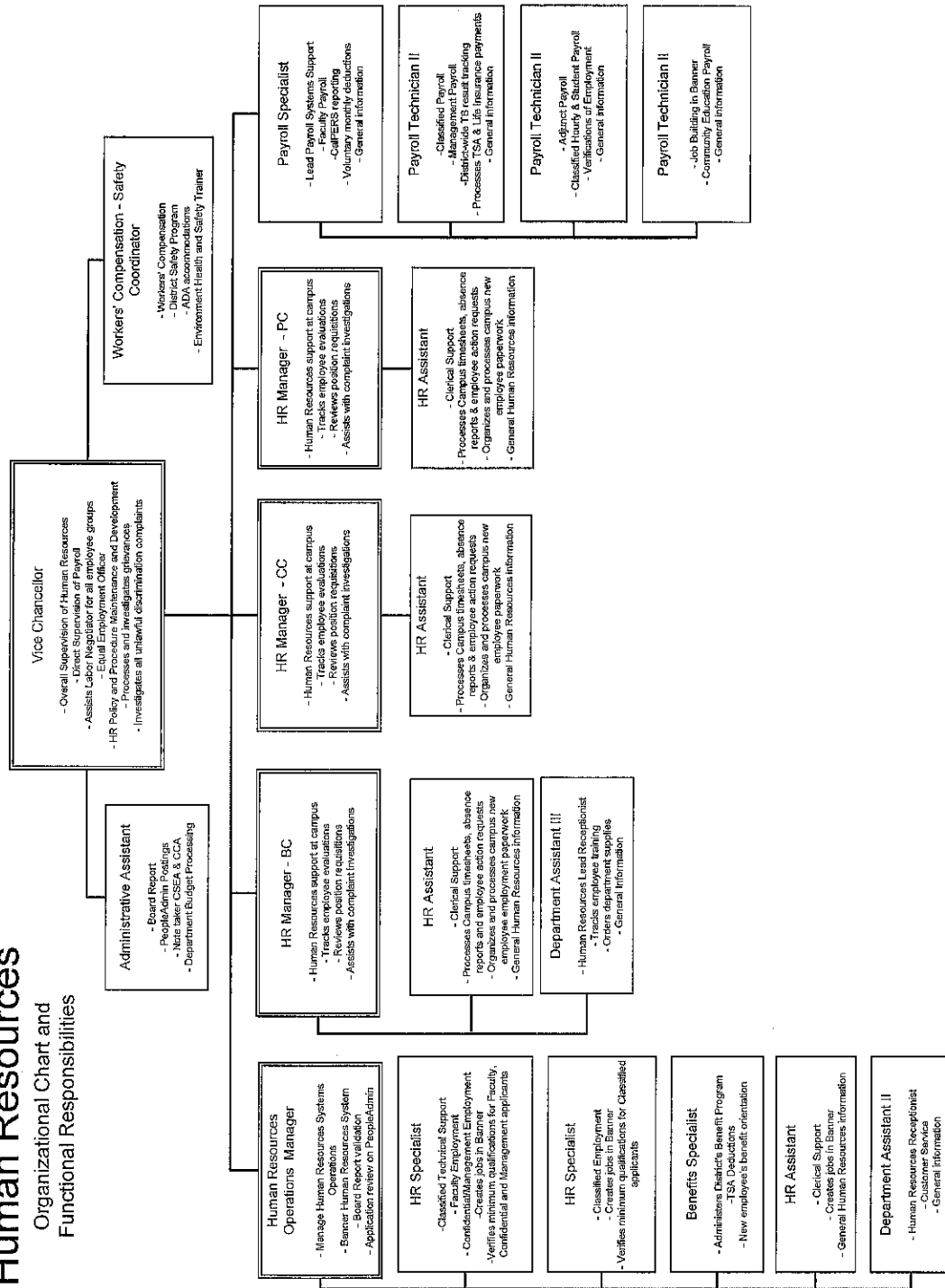
**Vice Chancellor, Human Resources
District Office
Kern Community College District
JOB DESCRIPTION**

Major Responsibilities

Under the direction of the Chancellor, the Vice Chancellor, Human Resources is responsible to plan, organize, coordinate, and direct the District's comprehensive human resources management and employee relations program; negotiate, interpret, and assure compliance with collective bargaining agreements and various State and Federal laws, codes, rules, and regulations related to human resources; oversee staff development programs; supervise and direct District payroll, workers compensation and benefit operations and programs.

Human Resources Functional Mapping for Decision Making

Human Resources Organizational Chart and Functional Responsibilities



Human Resources
Functional Mapping for Decision Making

Function	Service Provider(s)	Title
Human Resources and Payroll		
<ul style="list-style-type: none"> • Recruitment • Screening & Employment • Evaluations • HR Information Systems • Custodians of Personnel Files 	District Office	Vice Chancellor, Human Resources
Centralized at District Office in coordination with Colleges	Bakersfield College	Human Resources Manager
	Cerro Coso Community College	Human Resources Manager
	Porterville College	Human Resources Manager
Prioritizing, allocation and placement of staff at appropriate location		
Centralized function initiated by Colleges and supported by District Office	District Office	Vice Chancellor, Human Resources
	Bakersfield College	Human Resources Manager
	Cerro Coso Community College	Human Resources Manager
	Porterville College	Human Resources Manager

Human Resources
Functional Mapping for Decision Making

Function	Service Provider(s)	Title
Collective Bargaining <ul style="list-style-type: none"> • Negotiations • Implement Contract • Compliance • Enforce Grievance Procedure and Implementation • Layoffs Centralized	District Office	Vice Chancellor, Human Resources
Compensation and Payroll Coordination <ul style="list-style-type: none"> • Supervise and Direct District Payroll • Worker's Compensation • Benefit Operations and Programs Centralized	District Office	Vice Chancellor, Human Resources

Human Resources
Functional Mapping for Decision Making

Function	Service Provider(s)	Title
Risk Management, Employee Safety, Security, and Employee Benefits, Worker's Compensation, Health and Welfare Centralized at District Office in coordination with Colleges Confer with General Counsel Staff Development	District Office Bakersfield College Cerro Coso Community College Porterville College	Vice Chancellor, Human Resources Human Resources Manager Human Resources Manager Human Resources Manager