

Director of Human Resources
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=233795>

Downloaded On: May. 16, 2024 2:00pm

Posted Apr. 1, 2024, set to expire Dec. 7, 2024

Job Title Director of Human Resources
Department Human Resources
Institution Erie Community College
Buffalo, New York

Date Posted Apr. 1, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Human Resources

Job Website https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Director-of-Human-Resources_J0002042

Apply By Email

Job Description

Department:

Human Resources

Salary/Hourly

\$85,000.00 Annual

Union/Position Status:

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Posting Closing Date:

April 22, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The Director is responsible for building and maintaining a high performing human resources department that supports the educational mission of SUNY Erie Community College consistent with the strategic plan. The Director reports to the College President. The Director will coordinate as needed with the President, Board of Trustees, college staff and departments, and external agencies to ensure compliance with applicable local, state and federal laws and regulations. Supervises the operations of the Human Resources Department, including employee relations, compensation plans, payroll, retirement, benefits, safety, recruitment, employee professional development, performance management, and labor management. Supervision is exercised over a number of professional and clerical staff. The Director will perform any related work as needed.

TYPICAL WORK ACTIVITIES:

- Serves in the absence of Human Resources leadership;
- Ensures college Human Resources policies are in accordance with applicable Erie County, New York State, and Federal laws and regulations;
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Develops policies and procedures specific to Human Resources and Payroll, and may assist in and/or wholly develop policies for the College.

- Represents management in matters of concern to employee organizations including resolution of arbitrations and collective bargaining;
- Responsible for labor management meetings and works to foster collaborative union partnerships;
- Organizes and formulates agenda items as management's representative to the College's four Labor Management Committees;
- Participates in College Wide committees and represents the College on the Labor Management Healthcare Fund Board;
- Manages and maintains the performance evaluation process of the college;
- Ensure job descriptions for all positions are up to date and necessary County and/or SUNY approvals have been acquired;
- Oversees and monitors processes for worker's compensation, retirement benefits, disability and leave;
- Manages and provides support for the organizational business performance review and accreditation process;
- Partners with Human Resources leadership to coordinate pertinent programs for employees that are connected to Human Resources, legal compliance, wellness, or employee development;
- Partners with campus communications representative to produces and distributes internal communications related to the functions of Human Resources;
- Collects timely data to support SUNY Erie initiatives through focus groups, surveys, town halls, one-on-one interviews, and other methodology; evaluates and applies the data to support decisions;
- Collaborates with IT and Director of ERP-HCM to optimize digital Human Resources systems;
- Routinely reviews human resources contracts to ensure best quality services and fiscal responsibility.

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KNOWLEDGE, SKILLS, ABILITIES:

- Ability to work independently and as a team player at a senior level, while maintaining a high level of discretion and confidentiality;
- Strong analytical, critical thinking, negotiation, influence, and strategic decision-making skills;
- Good knowledge of College personnel policies, applicable Federal and State labor and employment laws, and the New York State Civil Service Law;
- Outstanding facilitative, computer, oral, and written communication skills;
- Ability to put own thoughts/opinions/ideas aside and draw out the ideas of others; Demonstrated experience working in a Union environment with preference given to public sector union experience;
- Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Minimum of a master's degree in HR, Business Administration, Personnel Administration or closely related field;

Minimum of five (5) years of progressively responsible administrative experience in personnel;

Experience in public sector employee/labor relations; administration, human resources, or employee relations at a successful company, public sector employer, or institution of higher education.

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PREFERRED QUALIFICATIONS:

SPHR or PHR certification.

Experience with Workday Enterprise Management System.

Higher education and/or college community experience.

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

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The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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