Manager, Employment Operations
Austin Community College

Job Title	Manager, Employment Operations
Department	Human Resources
Institution	Austin Community College
	Austin, Texas
Date Posted	Jul. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Human Resources
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Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Manager, Employment Operations

Job Description Summary:
Experienced and proactive professional to lead the College's employment operations within the home office of our Human Resources department. This role will drive processes and initiatives aimed at enhancing recruitment and hiring efficiency, streamline compensation processes, and align practices with organizational goals and regulatory standards.

Job Description:

First 90 Days:

- Orient to ACC processes and culture, identify and engage with key stakeholders and SMEs. This includes familiarizing with the Workday HCM.
- Assess current processes and duties to complete the combining of the Talent Acquisition (Employment) and Compensation teams into one cohesive group as part of the overall Human Resources reorganization strategy. The initial focus will be on improving the efficiency of the recruit-to-hire process.

- Propose and lead iteration of process and job duty improvements to and integrate current Talent Acquisition and Compensation job duties into more cohesive end-to-end' support positions.
- Participate alongside the Managing Director and a third-party consultant to kick-off the much-anticipated comprehensive Compensation and Classification Study. This process will help to gain initial understanding of needs and expectations in order to advise on needs for support going forward. It is anticipated that the Study will take at least six months, and possibly up to one year or more or more, to complete.
- Develop objectives and key performance indicators (KPIs) to measure team success.
- Fully understand the end-to-end recruitment process within Workday.
- Familiarize with the Compensation philosophy and methodologies.

By End of One Year:

- Codify streamlined processes and duties to provide a seamless recruitment experience for candidates and hiring managers.
- Identify and implement opportunities to harness artificial intelligence in alignment with organizational objectives.
- Develop/revise policies, procedures, and solutions with other members of the Human Resources team to meet department and organizational objectives.
- Prepare and present to Cabinet a multi-stage implementation plan based on approved recommendations from the Compensation and Classification Study.
- Examine and provide strategic oversight on other processes stewarded within the Talent Acquisition and Compensation team, such as reclassifications, desk audits, job changes, terminations, etc.

Key Responsibilities:

- Manage team of personnel through supervision, professional development, and performance management adhering to organizational HR and employment policies and procedures.
- Design and execute comprehensive recruitment and compensation strategies that align with the College's goals and objectives.
- Optimize the recruit-to-hire service delivery process
- Develop and maintain job classifications, salary structures, and compensation policies, including regular market studies.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Contribute to a Values-driven workplace culture and deliver exceptional service through

departmental and cross-College collaboration.
- Design and conduct regular reviews and audits of HR processes to ensure efficiency and effectiveness.
- Design and deliver training programs on talent acquisition and compensation methodologies.
- Monitor industry trends and best practices to keep the College's talent acquisition and compensation programs competitive and innovative.

Knowledge:

- Expertise in recruitment strategies and compensation administration, particularly in a higher education setting.
- Solid knowledge of federal, state, and local employment laws and regulations.
- Comprehensive understanding of AI technologies, applications, and trends relevant to HR and talent management.
- Proficiency in HRIS and Applicant Tracking Systems (preferably Workday) and data analytics for relevant HR metrics.
- Principles, practices, and methods of leadership, team management, communication, change management, problem-solving, and strategic planning.

Skills:

- Strong leadership and managerial skills, with the ability to motivate and develop a well-integrated team.
- The ability to align business objectives with AI capabilities
- Excellent analytical skills and attention to detail.
- Relationship-building, collaboration, and influencing across a highly matrixed organization.
- Data-driven, customer-centered problem-solving and decision-making.
- Project management.
- Proficient in swiftly adjusting priorities and strategies to effectively navigate dynamic work environments, ensuring consistent productivity and successful outcomes.
- High level of integrity and professionalism in handling confidential information.

Technology Skills:

- Proficiency in using an HRIS, ATS, and LMS systems (preferably Workday) for compensation and employment management.

- Acumen and ability to continuously adopt technological tools, including Artificial Intelligence, for effective leadership and ongoing improvement of recruitment and compensation processes.

Required Work Experience:

- Five years of experience in general human resources and three years of supervisory experience. Completion of the ACC Supervisor Certificate Series Program will satisfy <u>one year</u> of supervisory experience required for this position.

Preferred Work Experience:

- 10 or more years of compensation, employment, or other HR management experience.

Required Education:

- Bachelor's degree from an accredited college or university preferred.
- High school diploma or equivalent and additional full-time directly related human resources experience may be substituted on an equivalent year-for-year basis.

Preferred Education:

- Master's degree.

Other Preferred Qualifications:

- Demonstrated and proactive interest in learning and adopting AI technologies, with a commitment to applying innovative solutions in HR and talent management practices.
- Strong knowledge of recruitment and compensation program design and administration, combined with proven ability to present, plan, and execute to and with diverse audiences.
- Excellent understanding of employment laws and regulations.
- Track record of effective leadership and team management.
- Demonstrated experience in relationship-building, collaboration, and influencing diverse audiences for results.
- Proven ability to handle sensitive information with confidentiality and professionalism.

- Experience in higher education and familiarity with shared governance.
- Experience using Workday HCM.
- Professional HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR).
- Experience developing and delivering presentations to governing boards, senior leadership, and stakeholders.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Ability to travel as required.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Supervise the safe operation of the unit.
- Facilitate safety inspections.
- Take reasonable and prudent actions to eliminate identified hazards.
- Ensure employees receive appropriate safety training and foster a workplace safety culture.

Number of Openings: 1

Job Posting Close Date:
August 2, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and

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responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Manager--Employment-Operations_R-6283

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Contact Information

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

Contact

Human Resources
Austin Community College

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