

Vice President, Human Resources

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22147

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

EVP, Finance & Administration

Job Purpose

Responsible for implementing and coordinating all Human Resources programs and services for the College including employment, employee relations, compensation, benefits, evaluation, and staff development, and HRIS/Records.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Formulates and oversees administrative policies and practices to provide effective Human Resources management throughout the College.
2. Serves as EEO/Affirmative Action officer for the College.
3. Provides overall leadership and management direction for the College's recruiting, selection and orientation activities.
4. Oversees and recommends the College's compensation philosophy.
5. Oversees and manages the College's mediation, complaint, and grievance policies and procedures.
6. Provides overall leadership and management direction for employee human resources programs, including benefits, compensation, records, staffing and employee relations. programs.
7. Serves as member of President's Leadership Team (PLT).
8. Ensures compliance with all human resources rules and processes, including compliance with federal and state laws and regulations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Understanding of the community college philosophy and mission.
- Relevant human resource laws and regulations.
- Demonstrated expertise in strategic planning, and program development and implementation.
- Presenting information and summary reports internally and to the public.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working in a collaborative manner with diverse constituencies.
- Facilitation and change management.
- Transition and change management.

- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multicultural staff and student body.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills***Required***

- Demonstrated proficiency using standard office software applications.

Physical Requirements***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience***Required***

- 5 years related work experience.

Preferred

- More than five years experience in senior-level management in a large higher education environment.

Education***Required***

- Master's degree.

Safety***Required***

- Provide resources for safe operation of units. Create and support workplace safety.