

POSITION VACANCY
Full-time

POSITION TITLE: Director Human Resources

CLASSIFICATION: Exempt

DEPARTMENT: Human Resources

POSITION REPORTS TO: Vice President for Business Affairs & Administrative Affairs

JOB FUNCTION:

Serves as a strategic partner with the College leadership, faculty and staff on all human resource matters in support of the College's Catholic mission. The Director Human Resources is a critical member of the College who provides solutions and guidance to all College stakeholders. This position provides leadership on the development and implementation of policies and best practices necessary to maintain a positive, supporting and fair working environment that attracts, develops, supports and retains a qualified, high performing and diverse workforce.

This position is responsible for human resource planning, including HR informational systems, compliance, organizational design, benefits and compensation analysis, talent management and employee relations in support of the College's mission. The position is also responsible for the development and implementation of policies and programs with high level service and solutions orientation and will create an environment that values, supports and encourages a culture of talent management and ongoing professional development.

ESSENTIAL ELEMENTS:

1. Identified as the Title IX-EEO Officer of the College relating to complaints of Sexual Misconduct related to faculty and staff.
2. Implements best practice human resource policies and procedures and communicates any such changes in a clear, concise and timely manner. Monitor administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
3. Cultivates a supportive, growth-oriented work environment that supports faculty and staff through effective talent management and ongoing professional development for employees.
4. Provides leadership in setting goals and analyzing ways to raise standards to increase quality of efforts and improve overall performance across the College.
5. Assume primary responsibility for maintaining the College's legal compliance with all federal, state and local employment and local laws.
6. Oversees the employee relations function including providing appropriate assistance and coaching to supervisory personnel as appropriate; coordinate training and learning opportunities, as necessary.
7. Develops and monitors annual budget that includes Human Resources Services.
8. Oversees the preparation of federal, state, unemployment and local quarterly, fiscal and annual reports to include annual W-2's for payroll operations.
9. Oversees the filing of all pertinent tax returns quarterly for all government agencies on the Federal, State and Local Levels.

10. Maintains all HIPAA compliance documentation and serves as the HIPAA contact person.
11. Selects and manages the services provided by Human Resources Consultants and coordinates the use of insurance brokers, insurance carriers, pension administrators and other outside sources to guarantee fair and equitable pricing and services.
12. Investigates, coordinates and participates in employee relations issues to include; disciplinary or termination proceedings involving employees of the College.
13. Monitors and advises supervisors in the progressive discipline process and monitors the implementation of a performance improvement process with non-performing employees.
14. Maintains good public relations status and represents the College on boards and volunteering within the various civic and welfare organizations and business community.
15. Administers and manages all employee compensation, health and benefit programs.
16. Maintains knowledge of industry trends and employment legislation and ensures College compliance.
17. Conducts a continuing study of all Human Resources policies, programs, and practices to keep Sr. Staff informed of new developments.
18. Develops and institutes changes to programs, procedures, and guidelines to help align the workforce with the strategic goals of the College.
19. Responsible for communication to all employees of changes related to policies, compensation, benefits and employment. Assists in the solutions and appropriate adjustments to complaints received from management personnel and employees.
20. Assures that the College's employment, labor relations, personnel and equal opportunity policies and practices comply with the applicable provisions of federal and state labor law, including the maintenance of necessary files, etc.
21. Assists Senior Leadership in the annual review, preparation and administration of College's compensation program. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys through CUPA, IPEDS, AAUP, EEOC, EADA, and develops merit pool (salary budget); analyze compensation; monitors performance evaluation program and revises as necessary.
22. Develops, recommends, implements, and communicates personnel policies and procedures; prepares and maintains manual on policies and procedures; performs benefits administration to include communication booklets and mandated correspondence, claims resolution, changes in reporting, approving and processing invoices for all benefit providers for payment, and annual re-evaluation of policies for cost effectiveness.

OTHER ELEMENTS:

1. Performs other duties as assigned.

WORKING CONDITIONS: Typical office working conditions. Evening and weekend work is required.

QUALIFICATIONS: Bachelor's degree in Human Resources Management, Business Management, or related field. Master's Degree preferred. Relative progressive

leadership experience in Human Resources positions. Broad knowledge and experience in employment law, compensation, organizational planning, employee relations, safety, and training and development. Well developed administrative and organizational skills to include oral, written, interpersonal and coaching skills. Demonstrated ability to lead and develop staff members and serve as a successful member of the College's Leadership team. Excellent computer skills are essential in a Microsoft Windows environment to include; Word, Excel and skills in database management and record keeping. A high level of confidentiality is expected.

Updated March 2019

Interested candidates, please email resume and cover letter to hrjobs@kings.edu.