BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Human Resources

DEPARTMENT: Human Resources

FUNCTION: Directs, plans, develops and administers all aspects of human capital management including employment, compensation, benefits, performance management, employee relations, labor relations, organizational development, and Human Resources (HR) information systems and data management.

REPORTS TO: Executive Director of Human Resources

SUPERVISES: Human Resources Coordinator, Human Resources Generalists, Human Resources Generalist-HRIS, and Benefits Administrator

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads the day to day operations of the HR department; develops and implements HR policies, procedures, practices, and programs for the College; coordinates with the Executive Director of Human Resources to ensure adherence to all applicable state, federal, and other regulatory requirements.
2. Develops key leadership partnerships and leads initiatives that build capabilities in staffing, identifying/building talent, performance management, aligning/defining organizational structure and management effectiveness.
3. Drives the design and implementation of organizational development interventions and/or activities aimed at increasing the effectiveness of processes, systems and work efforts.
4. Serves as an expert advisor and coach to College leadership to increase individual, team and organization effectiveness and performance; identifies performance metrics, evaluation methods and procedures, and creates employee development plans as needed.
5. Creates employee orientation/onboarding and professional development programs to support and advance talent management goals and objectives.
6. Oversees all disciplinary actions including termination recommendations; manages and investigates complaints and grievances.
7. Administers and interprets collective bargaining agreements and serves as the College’s primary contact with bargaining unit representatives.
8. Participates in labor negotiations; drafts positions and contract language, recommends negotiating strategies, and assembles and analyzes negotiating data.
9. Directs talent acquisition activities to ensure that the College’s human capital needs are
adequately met; prepares and extends employment offers, coordinates related administrative
requirements and organizes onboarding activities.
10. Drafts Board of Trustee resolutions relating to employment status and other HR matters for
review by the Executive Director of Human Resources and the President.
11. Oversees the preparation and maintenance of job descriptions and classification systems with
defined levels and families; promotes external competitiveness and internal equity and
ensures compensation parameters are consistent with collective bargaining agreements.
12. Manages employee benefits administration including state pension and health programs.
13. Ensures all human resource data is properly maintained, secured and handled in the College’s
administrative software system.
14. Manages HR reporting for mandated federal, state, other regulatory requirements and ad hoc
requests; identifies and produces reports on meaningful human capital metrics to inform
management decisions.
15. Develops a set of core outcomes for unit and measures and tracks annual performance against
objectives; prepares and submits annual assessment report to the designated office; and fully
engages with the College’s Outcomes Assessment Program.
16. Prepares, track, monitors, and adheres to an annual budget.
17. Acts as performance manager for all direct reports including managing day to day
performance, producing and communicating written performance evaluations, approving
requested time off and other points of compliance with HR rules, regulations and unit
collective bargaining agreements.
18. Subject to senior management review and final board approval, has the responsibility, power
and authority to hire, fire, discipline and promote full and part-time employees.
19. Performs additional tasks or duties as assigned by the Executive Director of Human
Resources other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Must possess knowledge of labor relations law and
practices. Has the demonstrated ability to develop procedures/processes, manage HR data, and
produce meaningful reports/metrics to inform management decision making. Has basic proficiency
in the use of the Microsoft Office suite. Exhibits strong skills in:

• Leadership
• Managing People
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning
**Education:** Bachelor’s Degree required; Master’s Degree preferred with concentration in HR business

**Experience:** Minimum of 5 years of experience in HR, Organizational Development, or related areas; higher education administrative experience a strong plus. Significant experience with collective bargaining and contract administration required

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE