TITLE: Executive Director, Human Resources

DEPARTMENT: Human Resources (HR)

FUNCTION: Provides direction for the HR department in the strategic and operational design, development, implementation, and evaluation of a broad range of initiatives designed to enhance overall organizational support for all campus constituencies. Administers labor relations and collective bargaining agreements. Oversees benefits administration, health services, recruitment, events planning, public relations, performance management, compensation, affirmative action, employee relations, training, leadership development and adjunct administration.

REPORTS TO: President

SUPERVISES: Manages the following direct reports and oversees the employee populations of their respective organizations: Director of Human Resources; Manager of Adjunct Administration, Managing Director of Public Relations; Managing Director of Events Planning; and Administrative Assistant.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides leadership and direction in the development, implementation, and assessment of human resources, organizational development, and related initiatives, programs and activities.
2. Directs the College’s recruitment efforts including search committee compliance for faculty, staff, adjunct, Continuing Education and Ciarco Learning Center openings, ensuring that the College’s current and longer term staffing strategy, plans and needs are met.
3. Drives the successful attainment of organizational goals and objectives through designing and delivering targeted employee training, including an ongoing and comprehensive Leadership Development Program for all managers.
4. Guides and assists department leaders on all aspects of performance management, providing expertise for remedial, corrective, and development plans for individual employees, as well as groups, teams and departments; incorporates actions to fulfill talent requirement needs for specific knowledge, skills and abilities as needed.
5. Directs all workplace investigations, the disposition of grievances and complaints, and discipline and termination decisions.
6. Administers and interprets collective bargaining agreements and serves as the College’s primary contact with Bargaining Unit representatives; serves as chief negotiator in collective bargaining sessions.
7. Oversees compensation activities including the College’s compensation approach and structure, salary offers, internal equity adjustments and promotional recommendations.
8. Collaborates with College leaders to identify appropriate benchmarks for use in the development of divisional performance measures; reviews College goals, core values, priorities and key objectives vis-à-vis established benchmarks.
9. Formulates, recommends and implements policies, processes, procedures, practices, programs and that comply with all applicable state, federal or other regulatory requirements.
10. Superintends employee data integrity, collection, maintenance, analysis and dissemination.
11. Manages the timely and accurate reporting of human capital data, benchmarks and other performance indicators as needed by stakeholders, as well as to meet mandated reporting requirements for federal, state, or other external agencies.
12. Guides and informs the College’s benefit strategy and administration activity.
13. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for HR’s areas.
14. Serves as a member of the President's Executive Team.
15. Develops a set of core outcomes for division and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the President and the Vice President of Institutional Effectiveness, fully engaging with the College’s Outcomes Assessment Program.
16. Oversees Public Relations, Adjunct Administration and Events Planning departments.
17. Prepares, track, monitors and adheres to an annual budget.
18. 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.
19. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
20. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge of HR software and reporting tools and administrative systems; Datatel’s Colleague would be a plus. Has basic knowledge and/or 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:** Master’s Degree in related field required

**Experience:** Minimum of 10 years of progressive leadership experience in labor relations, collective bargaining, benefits administration, recruitment, performance management, compensation, affirmative action, employee relations, talent development, organizational development, and quality/process improvement.

*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 Member

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