

JOB TITLE: Executive Director of Human Resources
JOB CODE: **EDHR09262018**
CLASSIFICATION: Full-time, 12-months, benefits eligible
AVAILABLE: Open Until Filled

To apply for this position send resume and cover letter to jobs@loc.edu and place the job code **EDHR09262018** in the subject line of the email.

POSITION OVERVIEW:

The incumbent is responsible for the key functions of human resources, risk management and Title IX for the College, providing subject matter expertise and counsel to executive leadership and other managers. Works with senior leadership team to ensure human resources strategies, perspectives and trends are a College priority and align with College business strategies. Leads human resources associate in developing innovative processes, practices and service-delivery improvements that improve organizational effectiveness.

HUMAN RESOURCES

Manages the College's recruitment and hiring process including, posting, advertising and networking of open positions, screening applications for key positions, monitoring the coordination of candidate selection with department heads and/or chairs of search committees.

Oversees the employment process including preparation and dissemination of offers of employment, new employee onboarding, completion of required employment documentation such as application materials, tax documents, immigration and naturalization employment eligibility, criminal and sexual offender background checks, compensation and benefits forms, and initiates all payroll actions.

Responsible for all College benefits and working with vendors and external consultants to ensuring compliance with laws and regulations.

Serves as the College's workers' compensation agent responsible for reporting, processing and monitoring all employee accidents.

Coordinates and monitors the employee performance appraisal process for all employee groups (except faculty), including advising administrators regarding performance appraisal guidelines, schedules and the review process.

Serves as the College liaison to legal counsel on all human resources and business matters, including complex employee discipline, employment terminations, lawsuits, EEOC charges, etc.

Manages and oversees the classification and compensation system for all employee groups and assists departments with the maintenance and revision of job descriptions.

Leads, directs and/or oversees investigations of complaints and allegations of inappropriate employee behavior or violations of standards of conduct.

Oversees the regular review of policies, procedures and practices to ensure they meet the strategic needs of the College.

Participates in the preparation or oversight of reports and compliance activities related to EEO, ADA, Workers' Compensation, Unemployment Compensation and Title IX.

Serves as primary design resource and architect on compensation and rewards initiatives, and administration of recognition programs or HR activities to maintain and improve positive employee relations.

RISK MANAGEMENT

Manage all of the College business insurances, communicating with and managing vendors and providing counsel to managers concerning activities and risks associated with them.

TITLE IX

Supervises Title IX Coordinator in the implementation, monitoring and modification of complaint intake, tracking, investigation and resolution processes and protocols for internal and external complaints.

Ensures timely, effective, and efficient management and resolution of complaints.

Evaluates the appropriateness of involving other College departments in managing and resolving complaints, while engaging College legal counsel as needed.

Recommends modifications to policy and procedure in accordance with changing discrimination laws, compliance agency expectations, compliance measures, and relevant training and efficiency improvements.

Oversees and performs case management duties including maintaining investigatory files, databases, and reports.

QUALIFICATIONS

Bachelor degree with a minimum of five years of generalist experience. Experience in higher education plus.

KNOWLEDGE, SKILLS & ABILITIES

Formulates strategic human resources planning to provide the College with a quality workforce and to position the College as a well-respected and sought-after employer.

Manages employee relations, including grievance and complaint procedures; provides advice and counsel on personnel issues.

Stays current on recent federal, state and case law changes and monitors labor law updates and newsletters for changes that affect Human Resources and the College.

Provides effective customer service and leadership in change management and a commitment to equal opportunity and equity.

Proposes, publishes and administers personnel policies.

Reviews, manages and disseminates information to supervisory personnel on performance management system.

Directs benefits administration, enrollment and open enrollment meetings.

Manage and oversee employment services including; talent acquisition, selection, hiring, orientation, performance management, training and development, personnel records management, classification, and compensation.

Develop, administer, and maintain the Human Resource budget.

Administer the employee educational assistance program

Serves as the Title IX Officer; responsible for the results expected from this operation including all required employee training and/or certification.

LeMoyne-Owen College is an Equal Opportunity Employer.