



Shawnee Community College Job Description

Title: Executive Director of Human Resources

Reports to: <u>President</u>	Location: <input checked="" type="checkbox"/> Main <input type="checkbox"/> Anna <input type="checkbox"/> Cairo <input type="checkbox"/> Metro <input type="checkbox"/> Vienna
Division: <u>Executive</u>	Department: <u>Human Resources</u>
Classification: <u>Administrative</u>	Level: <u>15</u>
FSLA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Status: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp
Effective Date: <u>10/20/22</u>	Grant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SUMMARY

The Executive Director of Human Resources is the College’s Chief Human Resource Officer and provides leadership in matters related to talent acquisition, onboarding, talent development, performance management, employee/labor relations, compensation and benefit administration, workforce analytics, human resource information systems, and payroll administration. In addition, this position ensures the College is compliant with all State and Federal employment laws, rules, regulations, and guidelines. Finally, as a member of the College’s senior leadership team, this position provides support to the President and other senior-level staff aimed at accomplishing the College’s strategic initiatives and overall improvement of service to students and the community.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in human resources, labor relations, safety, or a related discipline.
- 3-5 years of experience and a demonstrated track record of accomplishment in human resources, labor relations, and/or management.

Preferred:

- A Master’s degree in human resources, labor relations, safety, or a related discipline.
- SHRM-CP or SHRM-SCP certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

LEADERSHIP

1. Create and sustain a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by fostering an environment of teamwork, accountability, communication and vision in cooperation with senior leadership.
2. Collaborate with senior leadership to ensure talent is available and prepared to support the attainment of the College’s strategic initiatives.
3. Serve as an advocate for employees by listening and sharing their perspectives with appropriate administrative personnel, researching best practices, and offering options for administrative personnel to improve their service to employees.
4. Support and coach employees on matters relating to their employment at the College.
5. Conduct research and analyze employee performance trends, including review of reports and analytics from the human resource information system, to make informed recommendations aimed at improving talent performance.
6. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior leaders.
7. Lead the Diversity, Equity, and Inclusion, Professional Development, Cultural Awareness, and Employee Relations Shared Governance Councils/Teams.
8. Advise the President on matters relating to human resources.
9. Serve as a representative of the Board in collective bargaining activities.
10. Represent the College at various community, civic, professional meetings, and conferences, as directed by the President.
11. Serve as the College’s ADA Coordinator.
12. Serve as Title IX Associate Coordinator.



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ADMINISTRATION/MANAGEMENT

1. Ensure applicants, employees, vendors, and College employees receive excellent customer service in all interactions with the Office of Human Resources.
2. Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and feedback mechanisms to support the College's human resource initiatives.
3. Prepare Board Reports.
4. Oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; performance and talent management; training and development; productivity, recognition, and morale; occupational health and safety; employee transfer; employee discipline; employee remediation; reduction in force; and, dispute resolution.
5. Identify staffing and recruiting needs; develop and execute best practices for hiring & talent management.
6. Assist the Vice President of Academic Affairs with the faculty tenure process.
7. Facilitate professional development, training, and certification activities for employees.
8. Investigate and coordinate the resolution of employee complaints.
9. Administer labor contracts, which includes: negotiating grievance settlements; providing interpretation of labor contracts, policies, statutes, regulations, and employee relations practices; facilitating on-going communication and working relationships with employee representative organizations.
10. Manage the employee classification system.
11. Ensure the security and confidentiality of all personnel records.
12. Coordinate employee performance evaluation process.
13. Inform employees of College personnel policies, procedures, and programs, through such means as orientation sessions, employee handbooks, HR website maintenance, college intranet (i.e. MYSCC), social media posts, memos, various meetings, and the use of informational employee bulletin boards.
14. Support other Departments by providing data needed for reports.

ACCOUNTABILITY

1. Ensure compliance with federal, state, and local employment laws and regulations, including IPEDS reporting; work through the College's shared governance process to review and modify policies, procedures, guidelines, and practices to improve performance, maintain compliance, and/or align with widely accepted best practices.
2. Ensure the College meets all Higher Learning Commission accreditation standards, eligibility requirements, and policies related to Human Resource operations.
3. Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of human resource operations.
4. Establishes performance standards for human resource programs and services.
5. Prepare Human Resource Monitoring Reports for the Board.

FISCAL

1. Develop and manage the Human Resources Department budget.
2. Assist with College-wide budget planning processes by forecasting resources needed for talent acquisition, talent development, talent retention and anticipated benefit cost changes.
3. Manage risk by monitoring conditions, events, and circumstances present through the performance of the essential functions of this job.
4. Manage risk by ensuring proper policies and procedures are in place and followed in hiring, termination, and benefit administration processes.
5. Implements policies and procedures used in emergency and/or crisis management situations.

OTHER

1. Performs other related duties which may be required by the President (i.e. duties that may not be specifically listed in the class specification or position description, but are generally within the occupational series and responsibility level associated with the employee's class of work).
2. Work Monday thru Friday, during normal business hours; must attend monthly Board of Trustee meetings; must be able to periodically work outside of normal work hours to meet project deadlines, and/or attend meetings designated by the President.



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SKILLS & ABILITIES include the following:

- Ability to maintain and secure confidential information in all of its forms.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with (or the ability to quickly learn) the College's Banner/Colleague talent management system.

SUPERVISORY RESPONSIBILITIES

Administrative Assistant; Human Resource Associate

CUSTOMER SERVICE STATEMENT

Consistently performs duties with concern, courtesy, and respect for all persons in a prompt and timely manner. Must work cooperatively with students, employees, and community members and be sensitive to issues of student and employee diversity. Consistently exhibits responsiveness to others in the organization at all levels and responds to requests for assistance from students, staff, and community members in a helpful and timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Lifting items up to 20 pounds in weight.

Sitting for prolonged periods of time.

WORK ENVIRONMENT

Work is primarily in an office/school environment. Noise levels usually are moderate.