



CCC ANNOUNCEMENT

POSTED: 3/5/2021

Applicants Being Sought For The Position of Director of Human Resources

Job Summary:

The Director of Human Resources reports directly to the President and provides oversight of the college's human resources office and staff. Areas of responsibility include managing collective bargaining agreements, recruitment and employment activities, classification and compensation, benefits, performance management, appointments, training and professional development. The Director is responsible for ensuring compliance with federal and state regulations governing personnel. This is a professional, twelve-month position. Some evening and weekend work may be required.

Responsibilities:

1. Maintain the official College personnel files and conduct appropriate personnel studies and audits.
2. Provide for administration of agreements with College bargaining units, participate in negotiations, handle grievances, arbitrations, and other labor relations matters.
3. Develop and maintain an active Affirmative Action Program. Serve as Affirmative Action Officer.
4. Handle complaints on discrimination and harassment.
5. Act as College liaison with County and State on personnel matters.
6. Provide budget information and guidance regarding benefit programs. Also, administer employee benefits programs. (retirement, insurance, sick, vacation, personal leave, Section 125 programs, etc.)
7. Plan and conduct employee orientation program.
8. Plan and coordinate employee recognition programs.
9. Conduct institutional research and special projects in human resources as required. (SUNY and State Education Department information requests.)
10. Coordinate all searches for new employees in cooperation with College Division and Department leaders.
11. Recommend, maintain, and implement upon approval, personnel policies and procedures to ensure fair and equitable treatment for all employees.
12. Maintain up-to-date and approved job descriptions for all College positions.
13. Participate in short- and long-range planning as it affects personnel and recommend organization designs to facilitate achievement of objectives.
14. Oversee changes to HR database and systems.
15. Chair/participate in assigned and adhoc committees.
16. Maintains appointment letter and performance appraisal processes.
17. Other duties as assigned by the President of the College.

Qualifications:

- The Director of Human Resources shall possess a bachelor's degree; preferred in Business or Human Resources.
- Experience in personnel administration, contract administration, payroll and employee benefits required.
- Experience with technical computer and systems skills (HR systems and Microsoft Suite).
- He/She shall have a minimum of three years of increasingly responsible administrative experience in the field.
- Experience working in a unionized organization preferred.
- Demonstrated commitment to achieving cultural diversity and equal opportunity; knowledge of human relations processes relative to employment, evaluation, training, and support of employees.
- Knowledge of applicable federal and state laws.
- Knowledge of classification and salary placement theory; ability to work collaboratively with internal and external constituencies.
- Ability to analyze complex issues and relationships and to provide direction and advice.
- Ability to counsel employees and supervisors about sensitive and confidential issues related to job performance, complaints, grievances, and other related concerns.
- Ability to work effectively with faculty, staff and student body.

To apply:

Although the search will remain open until the position is filled, for full consideration, candidates should submit materials by **March 22, 2021** including a letter of application, resume, unofficial transcripts, references, and a CCC application.

Email to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary