

DIRECTOR OF HUMAN RESOURCES MANAGEMENT

The Director of Human Resources Management reports to the Dean of Administration and is charged with the management of a comprehensive college-wide human resources program that supports and enhances institutional planning and decision-making. The Director's responsibilities include:

- supervising all College personnel services so that they comply fully with federal, state and county employment laws and regulations;
- developing CSEA and professional staffing plans;
- developing trend information on salaries and benefits of professional staff;
- coordinating the recruitment and hiring of professional and civil service employees, placing advertisements and supporting College screening committees as appropriate;
- maintaining and updating all personnel practices and procedures;
- insuring compliance with the SUNY Equal Employment Opportunity Program Plan and related personnel policies;
- implementing proper placement, evaluation, retirement and other separation procedures;
- cooperating with the Director of Institutional Research in gathering and maintaining salary, wage and other information for the annual updating of equal employment opportunity plans, HEGIS and other reports;
- maintaining accurate employee personnel records both computerized and in hard copy for Administrators and CSEA;
- leading collective bargaining negotiations and serving as the College's chief contract manager;
- administering the CSEA negotiated agreement as it applies to Dutchess Community College employees;
- coordinating compliance with all civil rights legislation;
- complying with State Law and SUNY in the proper authorization and approval of all professional and SUNY titles;
- serving as the College's compliance officer regarding HIPAA;

- managing all aspects of multiple employee benefit programs, including, but not limited to, retirement, health insurance, dental insurance and LTD.
- Developing and implementing a comprehensive program of staff development that complements the activities of the professional staff development committee;
- assume other responsibilities as assigned by the Dean of Administration.

Desired Qualifications

Education: MBA or other Master’s degree in personnel, human resources management or related fields.

Experience: Candidates should have a minimum of five years personnel administration experience, preferably in higher education.