

Job Description

Job Title:	Human Resources Manager (Deputy Director)
Job ID:	16136
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Human Resources Department at Hostos Community College contributes to the college's mission through the proper and careful selection, training, motivation, and utilization of human capital.

Reporting to the Director of Human Resources, the Deputy Director assists in the management, administration and implementation of Hostos and CUNY policies, regulations and procedures - including compliance, employee relations, and recruitment. The selected candidate will be responsible for the following:

- Implements collective bargaining agreements, CUNY policies and Civil Service regulations; audits/evaluates standards and systems in place; and recommends procedural improvements.
- Provides guidance and interpretation of CUNY policies (i.e., white collar contracts, blue collar contracts, NYS Civil Service laws, CUNY personnel rules and regulations, etc.) and ensures compliance.
- Manages recruitment operations including CUNYFirst talent acquisition and position management processes.
- Interviews and appoints candidates for classified staff vacancies during hiring pools and serves as a search committee member.
- Advises supervisors in the areas of evaluation and progressive discipline; facilitates employee counseling and conflict resolution.
- Provides appropriate functional and payroll title classification based on job responsibilities when necessary.
- Coordinates the communication of policies and procedures; develops and distributes guidelines; and updates the HR website when necessary.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required. HR managerial experience in a higher education environment is preferred.

CUNY TITLE OVERVIEW

Manages a portfolio of Human Resources programs and operations at the College level.

- Assumes responsibility for delivery of one or more human resources programs, which may include recruitment, performance management, labor relations, pay administration, recordkeeping, and/or human resources technology
- Manages staff responsible for carrying out operations in the Human Resources office

- Directly supports College department chairs and managers in staff planning, recruiting, hiring, and resolving sensitive personnel issues regarding their employees
- Provides guidance on the impact of laws and regulations, CUNY policies, and collective bargaining agreements
- Provides outreach to employees and provides communications such as meetings, newsletters, and web sites
- Compiles accurate and well-organized reports
- Assists management with developing policies, procedures, and programs to support Human Resources' objectives
- Performs related duties as assigned.

Job Title Name: HR Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply directly by visiting the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings."

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of resumes to begin January 24, 2017.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.