



Job Ad Posting

Position: Director, Human Resources

Institution Information:

Westmoreland County Community College, a two-year public community college founded in 1970 located in Youngwood, PA (suburb of Pittsburgh) is accepting applications for a hands-on Director of Human Resources. This role is a member of the campus leadership team (Cabinet), overseeing a comprehensive Human Resources program that supports the College's strategic plan and values. Administer all aspects of human resources activities in accordance with WCCC policy to the extent that these policies have been delegated to the campus for development and implementation including, but not limited to, organizational development, performance management, employee relations, and recruitment and retention. Ensures compliance with all applicable federal, state, and local laws in support of the goals and mission of the college.

Duties/Responsibilities:

Perform daily HR duties that includes processing of MOA's, process benefits, recruiting and other HR duties. Direct and manage HR staff in providing a full suite of HR services to the College.

Oversees campus outreach and engagement with federal and state mandated WCCC benefit programs and services. Develops strategies in communicating benefit changes to the campus community, including executive leadership, councils, and bargaining units, and facilitates the utilization and integration of the HRIS.

Develop and maintain effective faculty and staff recruitment program and employment process which meets the staffing needs of the College including its commitment to diversity and inclusion. Coordinate with Recruiting & Onboarding to motivate, attract, and retain highly qualified applicants and employees within a limited institutional budget. Must be solutions-oriented and flexible with a creative approach to problem-solving.

Oversee the compensation and performance management program including the annual salary increase process for the College, recommend compensation strategies and policies to the President and Cabinet in alignment with WCCC strategy. Coordinate compliance with DOL, FLSA, Equal Pay Act. Lead the strategic planning and implementation of the performance evaluation process at the College, consult with and train supervisors and employees in the performance assessment and goal-setting process, and proactively manage/monitor employee performance issues in partnership with appropriate supervisors.

Responsible for the HRIS to ensure the accuracy and completeness of employee records and associated data. Provides oversight on the utilization of Time Management Systems at the College. Facilitate engagement, through communication and training strategies, with supervisors and employees on accurate time and leave reporting that results in compliance with local, state, and federal wage and hour laws and regulations.

Work in conjunction with the College EEO officer to ensure compliance. Provide guidance for the College's EEO/Affirmative Action plan. Strong negotiation skills and the ability to conduct difficult/sensitive conversations successfully.

Develop initiatives around anti-discrimination policies and related training/development to include sexual and other unlawful harassment; create and manage the campus-based complaint and grievance policies and procedures. Investigate all complaints and grievances and make recommendations to the President regarding resolutions and sanctions.

Responsible for the professional development and training programs for WCCC.

Work closely with College leadership in achieving the College's mission and goals. Represent the College and Human Resources in a variety of forums, committees, legal and administrative proceedings. Serve as a key member of the administrations' contract negotiation team and labor relations. Oversee employee relations, employee discipline and corrective action, and personnel policy implementation.

Collaborate with other WCCC leaders in the review of campus-specific issues and developing the overarching HR strategy. Provide advice and counsel on all human resources issues at the College level. Partner with the President's Cabinet and College leadership on the delivery of all System-wide HR programs and strategic initiatives.

Other duties as assigned.

Qualifications:

Bachelor's degree required, Master's degree preferred in HR or related field. 7-10 years of HR experience that includes leading and directing the HR function in higher education preferred. Extensive knowledge and experience with HRIS preferably with Anthology. Experience working with labor contracts.

Demonstrated experience in use of human capital management system; excellent interpersonal, writing, speaking, analytical, priority setting, and leadership skills; extensive knowledge and experience in human resources policies, federal/state labor laws, and regulations.

Comprehensive Benefit and Pay Information:

Benefits include participating in at least one of the following Retirement Plans: TIAA-CREF 403(b) (Defined contribution 5% employee contribution and 10% ER Contribution);

PSERS & SERS— only eligible if candidate is already in a state retirement system

Medical including prescription program (Effective date of hire): Employee premium contribution (Single Coverage – 1.12% of total gross wages); Employee/Spouse or Parent/Child – 1.74% of total gross wages; Family Coverage – 2.36% of total gross wages.

Dental (College pays for full monthly coverage); Vision Benefits (College pays for full monthly coverage)—both effective date of hire. Dependents can stay on dental/vision coverage up to age 19 or full-time students to age 23.

Life Insurance/AD&D – eligible 1st month following date of hire. College pays 100% for full term employee insurance coverage.

Long-Term Disability (LTD) – effective after one year of service. College pay 100% of employee insurance coverage.

Tuition Reimbursement

9 Holidays (and days between 12/24 and 12/31)

Vacation: 20 days/year; 10 carry over

Personal: 2 days

Sick: 20 days/year

Bereavement leave

Free parking

Hybrid work model: 3 days onsite; 2 days offsite

Base Salary \$80K - \$100K

Background Check and Clearances are required.

The finalist for this position will be required to undergo a full background check and clearances. Any offer of employment will be contingent upon satisfactory results.

Interested Candidates can apply for this position by submitting their resume to: recruiter@bradleypartnerships.com or via our website: www.bradleypartnerships.com "Career Opportunities" tab

Competitive compensation and benefits/Equal Opportunity Employer