

TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE/MANAGEMENT CONFIDENTIAL

POSITION TITLE

Vice President of Human Resources

GRADE

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ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

Board of Trustees
July 16, 2020

SUMMARY

The Vice President of Human Resources provides College-wide strategic leadership and vision for the human resources function of the College and related organizations to advance the College's mission, goals and strategic plan. Provides leadership in the development of a positive and respectful college-wide culture. Related organizations include: the Faculty Student Association (FSA), the TC3 Bistro LLC, and the TC3 Farm LLC. Responsible for the development and administration of all human resource functions of the College including, employment services, employee and labor relations, oversight of compensation and benefits administration and student employment. Recommends policies and procedures related to the personnel functions. Responsible for the compliance reports for the department. Manages four staff that are intricately involved in the day to day operations of the office. Serves as a member of the senior leadership team for Tompkins Cortland Community College reporting to the President. This position requires primarily on site responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides strategies for innovation and problem solving for HR functions. Provides collaborative leadership in the implementation of human resources policies, standards, and procedures for the College and its related organizations, including FSA, TC3 Bistro, and TC3 Farm.
2. Responsible for the development, execution and evaluation of College-wide policies and procedures as part of the Executive Council.
3. Serves as a lead administrator for labor negotiations with bargaining units. Serves as the lead administrator and for ongoing labor relations including the oversight of grievances, employee appeals related to working conditions and contract management. Provides management's interpretation of contract language in discussions with unions. Prepares documentation for arbitrations in collaboration with legal counsel. Represents the College in all labor and management meetings with all unions. Develops and maintains positive and respectful working relationships with all unions.
4. Responsible for programmatically advancing the College's strategic plan, mission, goals and values. Works strategically with the leadership team to identify, assess and develop training opportunities to meet the College's goals. Works closely with the Senior Diversity Officer to assist with training initiatives for the College's fall and mid-winter professional development days. Serves as a co-facilitator for the PEAKS Leadership Program.

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5. Responsible for the College's supervisory training program that aids in the development of positive supervisory practices, which holds employees accountable for their responsibilities as well as takes into consideration employee needs. Assist supervisors' compliance with labor contract requirements, their engagement in non-discriminatory practices, implementing practices that further the mission of the College and creating a positive work environment for all.
6. Is responsible for the administration of benefit programs, including retirement, health, dental, vision, and life insurance, employee assistance, worker's compensation, educational support and unemployment programs for the College and its related organizations. Provides recommendations for strategic changes that will support budgetary priorities, the College's strategic plan and maintain competitive compensation and benefit packages.
7. Leads the recruitment and hiring of College faculty and administrative staff and all staff of College's related organizations. Provides support and guidance to screening committees. Provides recommendations for increasing diversity in applicant pools and hiring.
8. Manages the student employment program. Provides direction to the student employment team and works collaboratively with Financial Aid staff to ensure the program is in compliance with state and federal regulations.
9. Serves as the liaison between Tompkins County and College departments to facilitate the hiring and development of position descriptions for all Civil Service employees. Maintains a working knowledge of employment law including applicable Federal, New York State Civil Service laws, rules and regulations.
10. Presents to the College's Board of Trustees on highly confidential matters. Participates in board meetings and records minutes in collaboration with the Clerk of the Board.
11. Provides guidance, strategies and supportive resources to executive management, supervisors, and employees in any and all human resources related matters.
12. Is responsible for monitoring compliance with campus health and safety regulations by way of OSHA reporting and annual Workers Compensation review. Works collaboratively with other College departments to ensure compliance with safety standards and address needs as they arise.

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13. Responsible for administering programs regarding employees' rights, responsibilities, and procedures under the Americans with Disabilities Act as amended in 2008, Section 504 of the Rehabilitation Act, and other legislation as needed.
14. Serves as the Senior Title IX Coordinator and Affirmative Action Officer for the College and related organizations. Conducts investigations and completes reports as prescribed by law.
15. Serves as chair of the Human Resources Committee for the Faculty Student Association.
16. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
17. Directs the staff of the Human Resources Department. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulation, and collective bargaining agreements. Provides periodic review and assessment of HR programs to plan revisions that advance the mission, strategic plan and goals of the institution.
18. Serves on various committees as appropriate, including the President's Cabinet, Executive Committee, Wellness Council, DEAC, Health & Safety Committee, and PAA Classification Committee. Accepts committee participation as assigned. Performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

<u> X </u>	Classified Staff
<u> X </u>	Administrative
<u> </u>	Faculty
<u> </u>	Adjunct Faculty
<u> </u>	Students

Indicate number in each category:

<u> 2.5 </u>	# of Classified Staff
<u> 1 </u>	# of Administrative
<u> </u>	# of Faculty
<u> </u>	# of Adjunct Faculty
<u> </u>	# of Students

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MINIMUM QUALIFICATIONS

Master's Degree in Business, Human Resources Administration, or closely related field, and minimum of eight years of senior level experience, or Bachelor's degree and ten years of progressive responsibilities resulting in senior level experience administering Human Resource programs in a business or educational institution. Experience in areas including compensation, benefits, workforce development, employment, collective bargaining and labor relations, supervision, consulting and serving as a senior-level executive in broad areas of human resources.

PREFERRED QUALIFICATION

SPHR, PHR, SHRM-CP, or SHRM-SCP certification, or experience in higher education senior HR administration, five years of supervision of professional staff

Revised 1/3/23