

Senior Executive Director of Human Resources

The University of Arkansas - East Arkansas Community College is seeking nominations and applicants for the position of Senior Executive Director of Human Resources.

POSITION DESCRIPTION

The Senior Executive Director of Human Resources reports directly to the Chancellor, will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) and Payroll department, ensuring legal compliance and implementation of the organization's mission and strategy. This position is governed by state and federal laws and agency policy. In addition, the Director has the following duties and responsibilities:

1. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
2. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
3. Provides leadership and guidance in establishing compensation structures that are fair and equitable within the budgetary parameters set by the board and administration, recommends to the Chancellor where positions are to be classified within institutional guidelines, and assures that wages are paid in accordance with the Fair Labor Standards Act (FLSA) and other pertinent federal and state requirements.
4. Manages the college disciplinary process, works closely with supervisors to ensure corrective action is applied equally, fairly, and appropriately, with due consideration for the dignity of the individual, and meets legal standards.
5. Conducts investigations into allegations of employee misconduct, maintains impartiality, assures all relevant facts are recorded and fairly considered, and that due process is provided.
6. Advises the Chancellor and staff on matters concerning employee relations, human resource law and regulations, and disciplinary measures.
7. Monitor and report on affirmative action activities such as recruitment of students and staff, hiring, training, promotion, salaries, benefits, layoffs, and social and recreational programs.
8. Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management. Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
9. Advises and assists staff in the development and maintenance of accurate and legally appropriate job descriptions for new and revised positions. Participates in job classification review, and the creation and enforcement of pay scales and schedules.
10. Keep records of applications and persons hired to comply with guidelines of the Affirmative Action Plan.
11. Supervise and direct the activities of the human resources staff.
12. Demonstrates innovative and creative leadership, with a commitment to excellence as well as student and employee success
13. Advises and assists supervisory staff with performance appraisals and monitors progress of employees with plans of work.
14. Ensures accurate, complete, and secure employee record-keeping, and compliance with federal and state requirements for confidentiality.
15. Prepares personnel reports and data collection and analysis as required by the college and outside agencies.

16. Develops and promotes employee wellness opportunities.
17. Assist in developing new forms, policies, procedures, training session planning and presentation, website content and maintenance of files.
18. Develops and implements departmental budget.
19. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
20. Serve on and chair campus committees as assigned by the Chancellor.
21. Oversee campus culture activities.
22. Perform other duties as assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Graduation from an accredited institution of higher learning with a Bachelor's Degree in Business, Human Resources, or a related field preferred.
- Certificates & Licenses: PHR or SHRM-CP preferred
- Minimum of five (5) years' experience in Human Resources. Two (2) years of supervisory experience preferred.
- Computer Skills: Advanced knowledge of Microsoft Excel, Word, Adobe Acrobat, and PowerPoint; knowledge of financial accounting or HRIS software.
- Excellent verbal and written communication skills, organizational skills and attention to detail, analytical and problem-solving skills, and interpersonal and conflict resolution skills.
- Ability to prioritize tasks and meet deadlines. Excellent time management skills required.
- Ability to act with integrity, professionalism and confidentiality.
- Ability to advise an academic workforce and contribute to employee satisfaction.
- Note: Other relevant education and experience may be substituted if applicable to the role, scope, and functions of the position.

WHAT WE OFFER

A generous benefits package with 100% health insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave.

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit www.eacc.edu/employment.

EXPECTED SALARY: \$62,400.00 - \$66,300.00 based on qualifications. Additional compensation may be considered for exceptionally qualified candidates.

Candidates who wish to apply should submit a UA- EACC application, cover letter, resume' or curriculum vitae, and transcript(s) online at www.eacc.edu/employment. Documentation may also be submitted via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled. A background check and reference check will be completed prior to offer of employment.

WORK HOURS

Monday – Friday, 8:00 am – 4:30 pm. Must be willing to work adjusted work schedule as deemed necessary by the Chancellor.