



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Executive Director, Human Resources Human Resources Department

Classification: Level 6 / Class Code 6230 / Exempt / Full-Time / Confidential / Benefited

Hiring Salary Range: \$115,258 - \$161,383 (commensurate with qualifications)

Posting Date: July 14, 2017

THE ROLE

The Executive Director of Human Resources is the senior administrator responsible for the leadership, management and direction of the College's Human Resources function, including the development, coordination and execution of policy, and for providing leadership to promote collegial and effective employee relations.

RESPONSIBILITIES

Typical duties and responsibilities will consist of but are not necessarily limited to the following:

Departmental Assessment & Improvement

- Assess effectiveness of systems, software, structure and processes needed to support the College's Human Resources function and make recommendations for improvements;
- Implement approved recommendations;

Employee Recruitment and Retention

- Determine, establish and implement the best method of recruitment and selection to assure a broad base of qualified candidates for all staff positions;
- Establish procedures and train supervisors on the recruitment and selection of non-faculty personnel;
- Assure positions are recruited for and filled in a manner compliant with College policy and employment laws governing recruitment and selection;
- Coordinate with department heads in the development of position descriptions and salary levels;
- Prepare Employment Opportunity notices, utilizing multiple recruitment sources;
- Conduct background and reference checks;

Labor & Negotiations

- Manage labor relations in both non-union and union environments;
- Represent management at Meet and Confer Sessions and contract negotiations with recognized collective bargaining units;
- Respond to questions from supervisors and management regarding union contracts;

Employee Relations, Diversity, and EEO

- Undertake classification and age studies and make recommendations to ensure fair and competitive system;
- Coordinate and complete various reports and surveys as required by Department of Labor and other governmental agencies;

Policy, Planning and Process Improvement

- Develop and direct the College's classification, title and salary programs;
- Develop and administer staff policy;
- Advise and counsel employees at all levels on policy, compliance and guidelines;
- Develop and conduct employee safety training in conjunction with security function;
- Assist departments with organizational and staffing studies and job classification and compensation programs;

Employment Engagement

- Establish comprehensive employee on and off-boarding programs;
- Establish personnel record management systems and process, serving as the official custodian of employment-related records;
- Develop and conduct employee engagement programs;

Benefits and Leave Administration

- Manage and administer employee benefit programs;
- Administer and direct a diverse and comprehensive employee benefit program including multiple UC Retirement Plans, health and welfare, disability plans, life insurance, works compensation, unemployment insurance, etc.;
- Administer open enrollment fairs;

Leadership & Supervision

- Work with website consultant and IT to develop content related to Human Resources matters on the College's website and assist in the design of employment-related forms;
- Develop a comprehensive department budget;
- Write, develop, interpret, communicate and assure adherence to established Staff Personnel Policies;
- Function as a mediator/dispute resolver for both staff and management employees;
- Manage the employee grievance process and performance improvement process to ensure compliance with established college policy and contract provisions;
- Supervise, train and evaluate HR department;
- Conduct investigations;
- Advise the Chancellor & Dean on employment issues;
- Other duties and responsibilities that may be assigned.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Personnel Management, Business Administration, Organizational Management or related field with course work in personnel management, and a minimum of ten (10) years of managerial work experience in a multifaceted Personnel Services/Human Resources Department, preferably in an institution of higher education.

KNOWLEDGE, SKILLS & ABILITIES

- Must demonstrate knowledge of federal, state and local laws pertaining to personnel administration, classification and wage administration, recruitment and selection practices and benefit administration and of supervisory principles and practices;

- Strong working knowledge of employment laws and regulations (FMLA, ADA, Section 504 of the Federal Rehabilitation Act, Americans with Disabilities Act ADA, ADAA, California Unruh Act);
- Understanding of academic appointments, process and procedures is a plus;
- Strong working knowledge of Human Resource Information Systems and other software related to Human Resources functions, including Salesforce;
- Ability to plan, direct and evaluate the work of staff; formulate and implement program policies and procedures; analyze program data and maintain reports and records;
- Communicate effectively both orally and in writing;
- Ability to work in a fast-paced, ever changing environment while prioritizing projects, meetings and deadlines;
- Maintain working relationships with staff, faculty, students and others contacted in the course of work;
- Demonstrated ethical leadership abilities and skills in labor relations, management, employee development, performance management, organizational theory, problem solving, mediation and conduct internal investigations;
- Maintain highest level of discretion and confidentiality in employee matters.

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Executive%20Director%20-%20HR%20Jul2017>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

Please Note: *This position has been designated as “sensitive” and requires a pre-employment background check.***

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer