As the University of California's first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

Executive Director of Human Resources
Human Resources Department

Classification: Full-time / Exempt / Benefited / Non-Represented
Hiring Salary Range: $75,560 - $137,820 annually (commensurate with qualifications)
Posting Date: November 25, 2014

THE ROLE
Personnel Services/Human Resources is the senior administrator responsible for the leadership, management and direction of the College's Personnel Services/Human Resources function, including the development, coordination and execution of policies and procedures relative to the administration of a multifaceted Personnel Services/Human Resources Program, and providing leadership that promotes positive and ethical employee relations.

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

Staff Hiring & Appointments
- Recruitment and Selection of non-faculty personnel;
- Assures that positions are recruited for and filled in a manner that is in compliance with college policy and employment laws governing recruitment and selection;
- Meets and confers with department head(s) in the development of position descriptions and requirements, and
- Conducts reference checks.

Labor & Negotiations
- Labor Relations in both a non-union and union environment, including negotiations and contract management, and
- Negotiation team members representing the College at Meet and Confer sessions with recognized collective bargaining units.

Classification & Compensation
- Assists departments with organizational and staffing studies, and
- Job Classification and Compensation Programs.

Employee Relations, Diversity, and EEO
- Prepares the Employment Opportunity Notices, utilizing a multitude of recruitment sources, both electronically and publications. Reviews all staff employment application forms, recommending and/or referring applicant(s) for interview(s);
- Determines, establishes and implements the most advantageous method of recruitment and selection to assure a broad base of qualified candidates for all staff positions;
- Undertakes classifications and age studies and makes recommendations to ensure fair and competitive system;
• Staff, Academic and Student Employment Programs; and
• Title IX Coordinator

**Policy, Planning and Process Improvement**
• Develops and publishes a variety of communications, including policies and procedures, a Personnel Services/Human Resources newsletter and other written communications to ensure a continuous and accurate communication system throughout the College;
• Develops and directs the College Classification, Title and Salary Programs; and
• Staff Policy Development and Administration; Budget Development.

**Employment Engagement**
• Personnel Record Management and including serving as the official custodian of employment related records

**Benefits and Leave Administration**
• Employee Benefit Administration;
• Administers and directs a diverse and comprehensive employee benefit program including multiple UC Retirement Plans, health and welfare, disability plans, life insurance, works compensation, unemployment insurance, etc., and
• Advises and counsels employees at all levels on policy, compliance and guidelines.

**HR Reporting, Data Management and Systems**
• Develops long and short-term goals for effective human resource/staffing management

**Leadership & Supervision**
• Staff Training and Development;
• Assists in the design and maintenance of department website, as well as the design of employment related forms;
• Develops a comprehensive department budget;
• Writes, develops, interprets, communicates and assures adherence to established Staff Personnel Policies;
• Functions as a mediator/dispute resolver for both staff and management employees.
• Manages the employee grievance process to ensure compliance with established college policy and contract provisions;
• Supervises, trains and evaluates staff consisting of two full-time positions, a Personnel Analyst and a Personnel Assistant, and one part-time position, a Senior Administrative Assistant;
• Conducts investigations;
• Advises the Chancellor & Dean on employment related issues, and
• 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 seven (7) 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).
• Title IX rules and regulations;
• 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;
• Maintain working relationships with staff, faculty, students and others contacted in the course of work; and provide counsel and assistance to employees at all organizational levels;
• Demonstrated ethical leadership abilities and skills in labor relations, management, employee development, performance management, organizational theory, problem solving, mediation and conduct internal investigations
• Familiar with computerized databases;
• Maintain highest level of confidentiality.

BENEFITS
• Health, dental and vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• 3+ weeks of vacation starting the first year for full-time employees
• 8 hours accrued sick leave per qualifying month of service for full-time employees
• Thirteen paid holidays per year
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Executive%20Director%20Human%20Resources%20-%20HR%20November2014

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.

**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