



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.

Director, Human Resources Department

Classification: Full-time / Exempt / Benefited / Non-Represented

Hiring Salary Range: \$120,000 - \$150,000 annually (commensurate with qualifications)

Posting Date: April 10, 2018

UC Hastings is part of an exciting transformation being led by the University of California system, known as UC Path, that will change and improve our human resources, payroll and service delivery models. We are looking for a Director of Human Resources to lead the Human Resources operations and support this important initiative.

THE ROLE

Under the direction of the Chancellor & Dean, the Director of Human Resources is the lead administrator for HR operations for the College. The Director will develop an HR vision and strategy that align with and support the College's mission. Additionally, this position will manage the HR service delivery team and programs. The position involves evaluating, recommending, developing, implementing, administering, and coordinating HR policies, labor contracts, statutes, programs and business processes and workflows in the following areas: recruitment, employee on and off boarding, compensation, employee engagement, labor relations, talent management, and visa procurement. The Director will act as a change agent as we transition to UC Path and help guide change management efforts at the College. With expertise in organizational HR strategies, integration, planning, and communication, the Director guides and advises the Chancellor & Dean, Academic Dean, Chief Financial Officer, Associate and Assistant Deans, senior managers and supervisors on methods, approaches, and best practices for administering academic and staff HR policies, programs and procedures. She/he will counsel and advise on sensitive matters, and work collaboratively across the functional lines of the College to improve HR practices and employee relations.

JOB DUTIES

- Manage all aspects of HR operations.
- Manage employee recruitment and retention.

- Design and deliver programs to support talent management.
- Develop, administer, and manage HR policies.
- Establish and maintain business and process improvement of HR policies, systems, and workflows.
- Support the UC Path system HR transformation initiative to PeopleSoft HR and Payroll modules.
- Manage the College's self-insured workers compensation program.
- Manage the College's health and safety programs and employee training initiatives.
- Ensure compliance with federal and state and public sector regulations.
- Oversee labor contract administration.
- Represent management in labor negotiations.
- Oversee employee relations, engagement, diversity, and EEO programs.
- Translate health, welfare and pension programs to employees.
- Perform other duties, as assigned.

KNOWLEDGE & SKILLS

- Human Resources team management experience, developing project plans, coaching stakeholders, process and business improvement, performance management, labor contract administration, vendor management, presentation delivery, excellent interpersonal and communication skills.
- Knowledge of the higher education or public sector environment strongly preferred.
- Experience with HR management information systems, PeopleSoft preferred.
- Experience in directing and managing organizational change.
- Excellent communicator with a diversity of communication styles, both written and oral; may make oral and written presentations.
- Effective decision maker regarding hiring, evaluating, and development of subordinates; determines the best way of achieving unit goals.
- Excellent management skills that include collaboration, coaching and developing subordinates; ability to build relationships and interact effectively with diverse audiences.
- Demonstrated experience as both a leader and team member.
- Excellent communication and diplomatic skills specific to dealing with complex faculty appointment committee deliberations.
- Demonstrated ability to handle difficult situations effectively.
- Strong knowledge and experience related to employee and labor relations.
- Experience in developing and maintaining employee compensation programs.
- Experience in budget preparation, management, and control.
- Demonstrated political acumen, tact, diplomacy and highest level of discretion and confidentiality in employee matters.
- Demonstrated 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) and Public Employment Relations Board (PERB).
- Understanding of academic environment, preferred.
- Strong working knowledge of union regulations and preferably laws in public sector.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Human Resources, Business Administration, Organizational Management or related field with course work in Human Resource management, and a minimum of seven (7) years of managerial work experience in a multifaceted Human Resources department, preferably in an institution of higher education.

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, please email your résumé to leadershipcareers@uchastings.edu.

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. C Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.