GENERAL STATEMENT OF DUTIES: Responsible for the coordination and administration of College human resource policies and procedures including such functions as the recruitment/employment process, training and professional development of support staff, employee performance evaluation, compensation and benefits administration, administration of collective bargaining agreements. Acts as advisor to the administration in all phases of labor relations.

SUPERVISION RECEIVED: Reports to the Executive Vice President of Administration & Finance.

SUPERVISION EXERCISED: Exercises supervision over appropriate professional and support staff.

EXAMPLES OF DUTIES:

1. Coordinates the recruitment and placement process for all College employees in conformance with appropriate governmental regulations and the policies and procedures of Cape Cod Community College and the Board of Higher Education.

2. Oversees the employment process including new employee orientation, completion of required employment papers such as application materials, tax documents, Immigration and Naturalization Employment Eligibility background check, appropriate compensation and benefit forms and initiates all payroll actions.

3. Administers the various employee benefits programs including but not limited to Health, Dental, Life and Disability Insurance; Retirement Program, Tax Shelter Programs, Dependent Care Assistance Program, Tuition Waiver Program, etc.

4. Serves as the College Worker's Compensation Agent responsible for the reporting, processing for payment, and monitoring of all industrial accidents.

5. Supervises the payroll function in compliance with all regulatory requirements, collective bargaining agreements and compensation programs.

6. Ensures proper maintenance of all confidential human resource and payroll records in accordance with appropriate contractual and legal requirements.

7. Monitors and advises on the administration and implementation of all collective bargaining agreements and related employee policies.

8. Compiles, prepares and reports on various budgetary, staffing, and statistical data to various regulatory agencies.

9. Serves as Grievance Coordinator under the various collective bargaining agreements.

10. Monitors and acts to correct irregularities in the recruitment and hiring processes to ensure compliance with applicable statutes, regulations and policies.
11. Directs in-service and professional development programs for support staff.

12. Assists the Affirmative Action Officer in the monitoring of contract compliance with regard to Affirmative Action Policy, the Americans with Disabilities Act and related regulations. Serves as Americans with Disabilities Act Coordinator for the College.

13. Assists the Affirmative Action Officer in recruitment efforts and ongoing development of recruitment/networking sources for affirmative action candidates for positions within the College.


15. Serves on committees as assigned.

16. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master’s degree in a related field, plus two years related experience; or Bachelor’s degree in related field, plus four years related experience.

2. Knowledge of and demonstrated abilities in human resources/labor relations policies and practices.

3. Knowledge of applicable laws and guidelines relating to Affirmative Action and Disability Services.

4. Sensitivity and commitment to the goals of Affirmative Action and Disability Services.

5. Demonstrated interpersonal skills.

6. Proficiency in oral and written expression.

7. Demonstrated computer skills.