

**Claremont McKenna College  
Director of Human Resources**

**PRIMARY PURPOSE/GENERAL DESCRIPTION**

The Director is responsible for supervising the HR department staff, and administering the development and delivery of HR policies, programs, and services to staff and faculty.

These services will include, but are not limited to;

- recruitment and retention strategies,
- administration of wage and salary administration,
- compliance with federal and state labor laws, and other human resources-related contractual requirements,
- development, interpretation, and implementation of College policies,
- staff development, safety and training programs, and
- resolution of employee relations issues.

Individual will serve as a liaison between employees and the Claremont University Consortium regarding human resources and benefits issues.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

1. Advises VP of Business and Administration and Treasurer on pertinent staff and faculty relations issues, policy, compensation practices, and other areas as required.
2. Develops, interprets, and implements staff human resources-related policies.
3. Revises and updates the College's Staff Handbook on a regular basis.
4. Works with the Dean of the Faculty on faculty issues including policies, recruitment, faculty contracts, complaints and grievances, and compensation practices.
5. Reviews College's relocation and moving allowances for reasonableness in accordance with guidelines.
6. Provides pre-retirement information to faculty and staff, in conjunction with the Consortium's Office of Retirement Services.
7. Administers and maintains staff wage and salary programs for the College, consistent with The Claremont Colleges (TCC) Wage and Salary Survey studies.
8. Directs human resources activities including writing job descriptions, recommending job reclassifications, transfers, and assisting with appropriate handling of terminations.
9. Oversees the College's tuition remission policy.
10. Facilitates and promotes proactive employee relations among staff, including supervisor-employee relations.

11. Implements training programs for staff and supervisors (and faculty as requested by the Dean of the Faculty).
12. Coordinates and monitors staff performance evaluations and assists supervisors in the evaluation process.
13. Supervises the recruitment function of the College. This includes the posting of positions, training and assisting supervisors with the hiring processes, maintaining hiring records, and filing and preparing reports as required. May assist with interviewing final candidates for open positions.
14. Stays current on state and federal regulations and interprets and applies laws as required.
15. Participates in the College diversity initiative, with a proactive sensitivity to racial, gender, and sexual orientation issues.
16. Serves as a liaison and maintains effective communication between the College and the Claremont University Consortium regarding human resources and benefits administration, including disability and worker's compensation claims.
17. Prepares and tracks the annual Human Resources office budget.
18. Serves as an active and voting member of The Claremont Colleges' Human Resources Committee (HRC), the All-Colleges Safety Committee, and other College committees as appropriate.
19. Works with the College's in-house counsel and consults with outside legal counsel as needed.
20. Oversees the College's state-mandated air quality program through the South Coast Air Quality Management District (SCAQMD), ensuring compliance.
21. Develops and maintains human resources information systems and ensures that employee data bases are accurate and current.
22. Serves as the College's Harassment Officer, informing staff and faculty of the College's harassment policies and procedures, organizing appropriate training session as required by law, and investigating claims of harassment in consultation with appropriate College officials.
23. Serves as the Chairperson of the College's Safety Committee, a member of the Incident Management Team, and other College committees as appropriate.
24. Supervises and develops Human Resources Department staff.
25. Undertakes special projects as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Individual must possess knowledge, skills, and abilities to successfully perform the essential functions of the position; or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Considerable knowledge and experience with all aspects of human resource management and applicable state and federal regulations is required.
2. Must possess strong administrative and interpersonal skills with the ability to communicate with a diverse group of individuals.
3. Must have a proven commitment to quality customer service and staff development.
4. Must have excellent oral and written communication skills.
5. Must have a solid working knowledge of word processing, spreadsheet, and database software.
6. Must have several years of experience in investigating employee claims of harassment and or other types of illegal behavior in the work place.
7. Must possess a working knowledge of labor relations and unions.

### **QUALIFICATION STANDARDS:**

1. **EDUCATION:** A Bachelor's degree is required. Graduate degree from an accredited university and SPHR certification are preferred.
2. **EXPERIENCE:** Seven to ten years of human resources management is required, including at least three years in a leadership position. Experience in an academic institution is desired.

### **OTHER**

1. This is an exempt, benefits-based position reporting to the Vice President for Business and Administration and Treasurer.

**This job description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others.**

**It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act.**