

SKIDMORE

OFFICE OF HUMAN RESOURCES

Staff Position Description

Section 1: Identifying Information

Position Title:	Assistant Director for Employment, Compliance, and Workforce Diversity
Department	Human Resources
Status:	Full Time: 12 months
Supervisor:	Chief Human Resources Officer (Brett Last)
Date:	6/27/19
Band: ---	FLSA Status: Exempt

Section 2: Position Summary

The Assistant Director for Employment, Compliance and Workforce Diversity in conjunction with the Chief Human Resources Officer, and in partnership with the Title IX Deputy Coordinator, and hiring supervisors, functions as the College's HR Compliance resource and investigates, complaints against faculty or staff, involving unlawful harassment (Title VII), VAWA, Title IX, Equal Employment Opportunity and workplace violence. This position is responsible for employment, recruitment hiring practices and procedures and for developing and ensuring delivery of HR compliance related training on topics such as unlawful harassment, protection of minors, equal employment opportunity and diversity. Serves as the point of contact for all faculty, staff and union employees regarding reasonable accommodations and the Americans with Disabilities Act Amendments Act ADA.

Section 3: Primary Job Duties

1. Develops and implements policies and procedures regarding recruitment and hiring practices for the College's decentralized hiring process and ensure compliance. Partners with campus constituents on the administration of employment processes and work with hiring supervisors and department chairs to ensure the diversity of applicant pools. Ensures effective and appropriate reference checks, and/or background checks are conducted for all applicants prior to hire. Reviews and determine next steps for adverse background checks.
2. Conducts or oversees the investigation process and partners with external investigator to ensure compliance with state and federal laws and College policy and procedure for complaints of discrimination, sexual harassment, sexual misconduct, violence against women or workplace violence.
3. Provides support and guidance to employees and supervisors with respect to reasonable accommodations.
4. Partners with stakeholders to deliver annual required training such as anti-harassment and protections of minors.

5. Supervises the Employment Coordinator who works with department chairs and supervisors to determine needs for open positions.
6. Serves as the record keeper/Historian for labor contracts and provides guidance to the HR Client Partners on escalated employee issues within the bargaining units that relate to past practice. Collaborates with the CHRO on escalated issues involving contract interpretation. Supports contract negotiations as needed.
7. Acts as the owner and subject matter expert related to core employment policies as described in the Employee Handbook. Works with internal and external partners (e.g. legal counsel) as appropriate on necessary updates to ensure ongoing compliance.
8. Works with other stakeholders in HR to audit key employment and recruitment practices such as I-9 compliance and adherence to the College's background screening protocols.
9. Partners with the Vice President for Strategic Planning and Institutional Diversity and other campus stakeholders/constituents on diversity initiatives with a particular focus on initiatives that relate to the employee experience as well as initiatives aimed at improving the recruitment and retention of diverse employees.
10. Performs other related duties as assigned, including, but not limited to, participating in cross-functional human resources projects as assigned based on annualized goals or departmental needs.

Section 4: Judgment, Discretion and Complexity

Must be able to lead through collaboration and influence. Must be able to make decisions and provide advice on a wide range of HR related matters. These matters will range from tactical to strategic, and will range in impact and complexity. These matters, in some cases, will directly impact the organizational design, college culture, and/or employment relationship.

Section 5: Relationships and Resource Management

The Employment Coordinator will report directly to this position. Additionally, the Assistant Director will need to maintain positive relationships and collaborate with all members of the HR Team. In order to be successful in this position they will need to cultivate relationships of trust and respect with stakeholders at all levels across campus. Must be able to seamlessly navigate shifting priorities and have the ability to balance demands across multiple constituencies.

Section 6: Qualifications and Competencies

Education: Bachelor's degree is required. A Master's degree in a related discipline is preferred.

Experience: 5-7 years of experience

Must be able to communicate effectively, genuinely, and empathetically, in all channels, to stakeholders at all levels; must be comfortable presenting to large audiences. Strong collaboration skills are required in order to be successful in this position. Must be able to formulate creative solutions to complex problems and exercise sound analytical skills while applying good judgment. The ability to handle confidential information in a trustworthy manner is critical. Strong aptitude for leading, influencing, and managing change is required.

Must have demonstrable experience in: Recruitment, Employee Relations, Diversity/Inclusion, and organizational development. Working knowledge of employment laws and regulations required. Past

experience in higher education is desirable. Must be comfortable working with MS Office products and HRIS systems. Ability to thrive in a team oriented environment is required as is a demonstrated commitment to professional integrity.

Section 7: Physical Work Environment

This position is based in an office environment.

Supervisor Signature

Date

Employee Signature

Date