

# Search Profile:

Executive Director, Human Resources



**HEARTLAND**  

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**COMMUNITY COLLEGE**



## Executive Director, Human Resources

Join our team and enjoy the many perks of working for a community college! With 12 holidays, 3 floating days, a generous winter break, ample vacation and sick leave, you'll have the time to recharge and thrive. Also offered are exceptional and affordable medical, dental and vision plans, and so much more. We invite you to join Heartland Community College in fulfilling our mission by supporting the cultural and educational needs of our diverse communities!

Click [here](#) to find more information about our Executive Director of HR position as well as Heartland's employee benefits. Experience the benefits of a caring community college that values your time and well-being!

### HEARTLAND COMMUNITY COLLEGE

Founded in 1990, Heartland Community College is a comprehensive community college operating in accordance with the provisions of the Illinois Public Community Act. The College is accredited by the Higher Learning Commission and recognized by the Illinois Community College Board. The College's main campus is located in Normal, IL with two other campuses in Pontiac and Lincoln, IL.

The College has approximately 330 full-time employees and more than 400 part-time employees, including student workers. For learn more about Heartland, click [here](#).

The Human Resources Department currently has eight (8) full-time employees as well as temporary, part-time assistance. Positions within the department include an Executive Director, Director, two (2) Associate Directors, three (3) Analysts, and a Program Assistant.

### PRIMARY PURPOSE

Reporting to the Vice President for Finance & Administration, the Executive Director of Human Resources oversees all human resources operations for the College and is responsible for the day-to-day management related to employee and labor relations, talent acquisition, recruitment, compensation management, benefit administration, talent development, performance management, and applicable regulatory compliance. Participates in strategic planning and budget development and develops, maintains, enforces, and communicates personnel matters to all employees.

Provides guidance in the development of goals and objectives as they relate to HR operations and the overall mission of the College. Supervises, evaluates performance, and supports professional growth of assigned team members. Establishes and maintains effective working relationships with state and local agencies. Maintains knowledge of and exercises judgement in the application of College policies and procedures, collective bargaining agreements, and state and federal laws and regulations.

This is a full-time, 12-month position with a starting salary of \$109,221. Salary is negotiable and will be based on education and experience. Working in-person on the Normal, IL campus is an essential function of this position as it works directly with various employees, Board members, and community partners.

## ESSENTIAL RESPONSIBILITIES

### Leadership and Planning

1. Provide leadership, supervision and evaluation of Human Resources staff, holding individuals accountable for their duties and performance; arrange for and promote professional development for HR staff; encourage initiative, innovative thinking, and continuous learning.
2. Develop, administer, and monitor an annual budget for the Office of Human Resources; make resource allocation decisions based upon assessment results, strategic plans, and the College's planning and effectiveness initiatives.
3. Provide guidance in developing departmental goals and objectives as part of the institution's Budget and Operational Planning Cycle; includes designing metrics and measures to assess the value of HR activities, and coordinates, compiles, and reports on the yearly activities including staff demographics, recruitment, turnover, professional development, performance management, service awards, etc. Work in conjunction with other departments to complete required state and federal reporting and to conduct campus climate studies, as needed.
4. Continually evaluate HR policies and procedures, recommending additions, modifications, and deletions to maintain currency and compliance; oversee enforcement of college policies and procedures related to human resources functions. Provide consistent interpretation and application of HR policies and procedures within the College. Develop and maintain procedures for the department.
5. Collaborate closely with the Business Office in effective HR planning, budgeting and payroll related activities.
6. Protect the interests of employees and the College in accordance with governmental laws and regulations regarding human resources; maintain compliance with laws and regulations for human resources including, but not limited to, EEO, ADA, FMLA, and PLAWA; assure mandatory employee training for compliance matters.
7. Provide guidance to the college on best practices, national trends, and in support of a diverse, equitable, inclusive and culturally competent college community.
8. Directs the effective implementation and management of various HRIS systems, including but not limited to, PeopleSoft Human Resources (PSHR), UKG Ready, Neo Ed, Background Check software, and ACA reporting software. Develop procedures and provide system training for internal users.
9. Serve on appropriate committees and perform special assignments and duties within the scope and responsibility of the position as assigned by the Vice President of Finance & Administration and/or President. As available, attend quarterly affinity group meetings (in person or electronically).

### Employee and Labor Relations

1. Serve as a member of the management bargaining teams, when necessary. Contribute to the development of a labor relations strategy; provide interpretation and ensure adherence to collective bargaining agreements; assist with negotiations and fiscal impact/analysis during the collective bargaining process.

### Employee and Labor Relations, cont'd

2. Provide guidance on human resources issues, laws, policy, and personnel matters to senior leadership.
3. Consult with legal counsel as appropriate and/or as directed on personnel matters.
4. Counsel and train employees on resolving employee relations issues. Determine and recommend employee relations practices necessary to establish and maintain a positive employer-employee relationship.
5. Oversees employee relations management, conducting investigations, research, and resolving or mediating employee complaints.
6. Assist in identifying and addressing any systemic problems relating to Title IX or general college complaints. Collaborate and support the Title IX Coordinators in their work regarding conduct matters and complaints; includes but is not limited to ensuring college compliance with Title IX and applicable college policies and procedures related to faculty and staff conduct as well as overall college community standards.

### Performance Management

1. Oversee the implementation of employee evaluation and development plans; including tracking performance evaluation completions and coaching managers on conducting performance reviews.
2. Oversee a continuous supervisor training program regarding the College's policies and procedures, human resources practices, laws, and changes. Serve as a resource for supervisors regarding all matters related to the human resources function.

### Compensation and Benefit Administration

1. Oversee the efficient administration of employee benefits; participates in the annual selection of benefits; lead the development of benefit orientations and other benefit trainings.
2. Direct the periodic review, revision, and general maintenance of position classifications, salary grades, and salary ranges.
3. Direct all activities related to FMLA/PLAWA leaves and ADA accommodations; working with administrators to ensure compliance with all applicable leave and accommodation laws.

### Talent Acquisition, Recruitment and Retention

1. Oversee talent acquisition and recruitment for the College, maintaining compliance with laws and regulations.
2. Coordinate the development and maintenance of job descriptions for all employees. Partner with management and supervisors in identifying personnel needs, including job duties, skills, and qualifications that will leverage the College's personnel fiscal resources.
3. Design, develop, and update employee on-boarding programs.

## KNOWLEDGE, SKILLS AND ABILITIES

### Required Qualifications

- Bachelor's degree in Human Resources, Business Management or closely related field.
- A minimum of six (6) years of progressive human resources management experience.
- Experience working with Enterprise Resource Planning (ERP) systems and other software to integrate the various human resource functions and processes across the entire organization.
- Demonstrated knowledge of payroll practices and the integration with human resources.

Successful applicants for this position will possess the following knowledge, skills and abilities, or be able to explain and demonstrate they can perform the essential functions of the job:

- Ability to communicate effectively, both orally and in writing. Ability to effectively communicate orally with groups and/or individual, and work with peers, the public and the community in a positive, empathetic and professional manner.
- Ability to work effectively with populations representing diverse social, economic, cultural, ideological and ethnic backgrounds, life experiences and abilities, including community members, students, faculty, and staff.
- Ability and willingness to manage a flexible work schedule with self-discipline, including travel, various hours and possible weekends/evenings, as well as work days at other college locations.
- Ability to write and communicate at a professional level utilizing a high level of computer skills sufficient to use software such as word processing, spreadsheets and data bases to produce correspondence, documents and reports as required by the position.
- Knowledge of human resources issues, especially those associated with a public entity, nonprofit organization or community college.
- A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position. Ability to use technology for effectiveness and efficiency.
- Ability to read and interpret federal and state laws, college policies, collective bargaining agreements, human resources professional practices, and/or professional literature.
- Knowledge of federal and state requirements and policies governing employment, benefits management, data gathering, and record keeping.
- Strong organizational, project management, analytical, and problem-solving skills, including conflict resolution. Ability to organize multiple objectives in an environment of constant change.
- Knowledge of management and administrative techniques, including the development and implementation of appropriate internal controls, personnel operations and appropriate methods of work planning, scheduling, and coordination ensuring accomplishment of work in a timely and effective manner.

#### Required Qualifications, cont'd

- Skill in conflict resolution and a commitment to modeling and promoting civility in the workplace.
- Ability to follow established procedures and work independently to accomplish those procedures. Ability to implement general directives and Board policies in the assigned areas of responsibility.
- Self-motivated, with excellent time-management skills and an ability to concentrate on complex and multiple tasks for extended periods of time; while simultaneously ensuring data integrity and accuracy.
- Knowledge of principles and practices of supervision and training. Ability to develop others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- Demonstrated budget planning, management, and monitoring skills.
- Ability to develop and apply flexibility, resourcefulness, and creative approaches to solve problems with an understanding of the institution-wide systems.
- Willingness to travel, as needed.

#### Preferred Qualifications

- Master's Degree in Human Resources, Organizational Development, Business Management or closely related field.
- Demonstrated experience in collective bargaining and personnel practices.
- Certification(s) in PHR, SPHR, and/or Title IX.
- Experience in public or nonprofit sector.
- Community College human resource experience.
- Eight (8) or more years of experience.
- Payroll or accounting experience.

### **APPLICATION PROCESS**

**This position will be open until filled. Priority will be given to applicants who apply by Friday, December 6, 2024.**

**Heartland only accepts applications through our [online application system](#).**