



## Associate HR Director *Office of Human Resources*

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### **POSITION SUMMARY**

Reporting to the Associate Vice President of Human Resources, the Associate HR Director is responsible to expertly perform internal workforce management business partnering, advising and relationship management for a wide variety of academic, research, and business communities at Occidental College (Oxy). This professional delivers advising services across various organizational arenas, in addition to coordinating and managing requests for deeper levels of subject matter expertise with HR functions including Recruitment & Employment; Compensation & Classification; Benefits; Training and Organizational Development; and HR Operations. With a specific focus on employee and labor relations, the Associate Director provides advising and guidance to senior management and organizational partners in the design, development, implementation and interpretation of workforce management policies, procedures, programs and application of related Oxy and external governmental policies, laws and regulations. Coordinates and/or leads workforce management related projects across organizational boundaries. Represents the Office of Human Resources on college-wide teams and committees as assigned. Performs other assigned and related responsibilities and duties associated with a specified service area with the Office of Human Resources.

### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

Under the general direction of the Associate Vice President for Human Resources and serving as a collaborative workforce management subject matter expert and partner to college leadership and staff:

1. Serves as primary liaison and strategic workforce consultant between organizational units and the Office of Human Resources providing specific subject matter expertise in the areas of employee and labor relations with a generalist background and knowledge of recruitment and employment, classification and compensation, benefits, performance management, training and development, strategic planning, organizational development, process improvement.
2. Provides subject matter expertise, counsel and guidance in employee/labor relations to unit and senior management related to the College, State and Federal policies, practices, rules, regulations, and laws. Provide accurate and timely advice to units regarding discipline process; conduct disciplinary review conferences and advice on appropriate outcomes. Investigates and responds to employee, external agency and internal compliance related complaints as assigned. Collaborate and inform senior management and the General Counsel's Office in the investigation and identification of potential employee litigation. Represent the College at unemployment compensation hearings as needed.
3. Participates in the design, development and implementation of innovative workforce retention programs focusing on the identification and strategic alignment of required competencies to enhance organizational effectiveness and achievement of institutional goals and objectives. Routinely evaluates program effectiveness and implement adjustments as needed. Ensure continued program evolution and process improvement in order to further

enhance effectiveness and accelerate achievement and outcomes.

4. Partners with organizational units to ensure timely and effective delivery of HR services to the Oxy Community. Coordinate requests for deeper levels of subject matter expertise in strategic planning, information, and problem management with applicable HR services including Recruitment and Employment, Classification & Compensation, Benefits, Training and Organizational Development, Employee/Labor Relations, HR Operations, EAP/Work/Life Resources, etc.
5. Participates and assists in the development and delivery of training and organizational development initiatives. Provides timely review and approval of requests for reduction-in-force, reorganizations/realignments and partnering to assist departments and affected employees.
6. Develops and maintains effective and collaborative partnerships within the institution, with other Oxy components and offices, regulatory State and Federal offices, etc. Ensures timely reporting to and compliance with all Oxy, local, State and Federal agencies, policies, rules and regulations.
7. Increases the use of technology solutions while partnering with efforts to measure, profile and segment the College's workforce. Provides timely, knowledgeable and accurate decision-support data and metrics.
8. Performs other assigned responsibilities and duties associated with a specified service area with the Office of Human Resources.

## **QUALIFICATIONS**

**Required Education and Experience:** Bachelor degree in Human Resources, Organizational Development, Psychology, Business or related fields. Masters preferred. Human Resources certification, i.e., SPHR, CCP, PHR, etc., helpful. Minimum of 7 years experience at practitioner level in human resource operations with particular emphasis in the areas of employee and labor relations, and training. Human Resource and organizational development experience in an academic environment preferred. Experience with Banner Human Capital Management programs and functionality preferred.

**Knowledge, Skills and Abilities:** Demonstrated experience in providing effective leadership in the design, development and implementation of innovative workforce management programs and policies focused on developing and retaining a highly effective, productive, and qualified workforce. Demonstrated business knowledge and understanding of unique business-related challenges and up-to-date applicable workforce management trends and strategies enhancing organizational effectiveness. Experience in consistently providing tools, process improvement and information that enhance individual, departmental, and organizational performance. Experience in the design and delivery of training and organizational development programs. Demonstrated talent in facilitating, influencing and negotiating agreements and collaborations between various business groups and individuals. Exceptional verbal, written and electronic communication skills. Experience in the development and delivery of influential business presentations accommodating the diverse needs of various organizational groups including executive and senior leadership, middle management and supervision, and employee groups. Ability to effectively manage multiple priorities in a fast-paced environment. Demonstrated skills in leading and developing change management strategies. Demonstrated effectiveness in developing human resources programs within academic institutions preferred.

## **APPLICATION INSTRUCTIONS**

Please submit a resume, the names and contact information of two professional references, and a cover letter explaining how your qualifications meet the requirements of the position to [resumes@oxy.edu](mailto:resumes@oxy.edu). Please include the position title in the subject line of your email.

## ADDITIONAL INFORMATION

*Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.*

*Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.*

*All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@oxy.edu)).*

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*