

ROCHESTER COMMUNITY AND TECHNICAL COLLEGE ADMINISTRATOR POSITION DESCRIPTION

ADMINISTRATIVE TITLE: Vice President of Human Resources & Equity	
NAME OF ADMINISTRATOR: Vacant	
RANGE ASSIGNMENT: Administrator 7	POSITION CONTROL NUMBER:

POSITION PURPOSE:

The Vice President of Human Resources and Equity (VPHR/E) reports to the President and serves as a member of the President’s Cabinet. The position provides the leadership, vision, and oversight for employee relations, personal and labor relations agreements/plans for College employees, and ensures legal compliance. The position leads campus-wide efforts that nurtures a collaborative and culturally competent workplace environment for employees to work and students to learn. The position has substantial involvement in the development, interpretation, and implementation of college and system policies and federal and state laws, updating policies and practices on issues and processes to ensure greater equity and inclusiveness. The Vice President plans, leads, directs, develops, and coordinates the policies and activities of the Human Resource division, ensuring legal and contractual agreements are followed, and ensures the campus culture includes that of equity, diversity, and inclusion. The position oversees the professional development programs for employees with an emphasis on equity, diversity and inclusiveness programming. The position also works with Student Life to help plan similar programs for students. The position oversees employee recruitment and retention; workforce planning and design; talent management; change management; cultural management; organizational and performance management; compensation and benefits administration; onboarding; and training/development for succession planning.

The Vice President leads efforts to position the College as a collaborative and welcoming place to work and learn that supports, engages, values, and develops employees. The Vice President partners with other leaders in developing long-term strategies to develop employees to meet the needs of the College. The Vice President resolves conflicts, hears, and mediates union grievance resolutions on behalf of the President. The position champions the service-oriented culture of the College and promotes the College’s values of diversity, equity, and inclusion. The position is the Affirmative Action Officer, Diversity Officer, and Americans with Disabilities Act (ADA) Coordinator, overseeing the strategic direction for planning, organizing, and implementing the College’s Affirmative Action Plan and the Equity, Diversity, and Inclusion Plan to ensure that they do not discriminate based on race, color, gender, age, disability, sexual orientation, or gender identify.

The Vice President is the lead administrator of the Equity, Diversity, and Inclusion Strategic Committee, and works with other campus leaders to ensure the three pillars of diversity, equity and inclusion are put into practice. The position represents the College in system decision-making and with other external agencies and bodies. The position supports supervisors through the application of a comprehensive performance management system; and provides guidance to supervisors on formal performance appraisals, and how to strategically manage employees to support professional growth.

Signature of Employee _____ **Date** _____

Signature of Supervisor _____ **Date** _____

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Oversee the human resource functions for the college to ensure college's commitment to provide high quality services under federal and state laws and guidelines, the Minnesota State system, and college policies and procedures.

- Support the mission of the College as a member of the President's Cabinet and by participation in Minnesota State system committees.
- Provides strategic and operational guidance on all issues around human resources and equity to define long-term goals for the College that support the College's mission through talent management.
- Oversee the development and implementation of policies and procedures related to human resources and equity/diversity/inclusion campus-wide.
- Oversee the preparation of division reports and documents for the use in budgets, operations, and compliance with Higher Learning Commission (HLC) accreditation.
- Develop, manage, and allocate HR and Workforce Equity division budgets.
- Serve as the Data Privacy Officer for employee data and direct the maintenance of private/confidential employee data under the Minnesota Data Practices Act.
- Advise administration in determining organizational structures which will most efficiently and effectively meet management objectives.
- Oversee college-wide hiring processes and practices that comply with state, federal, civil service and Minnesota State system requirements and promote equal opportunity hiring practices.
- Oversee and direct talent acquisition and workforce planning for the College to ensure a diverse talented work force is hired and retained.
- Oversee the compensation programs in accordance with federal and state laws and Minnesota Management and Budget and system office guidelines, including salary, benefits, workers compensation and unemployment by providing guidance and direction to Human Resources staff to assist with resolutions around compensation and benefit questions, concerns, and issues.
- Plans, coordinates, and oversees the professional development programs for faculty and staff, with an emphasis on cultural competency training that focuses on skills and knowledge that value diversity and shows respect and sensitivity for cultural differences.
- Coordinate, encourage and research professional development opportunities both on and off campus to promote satisfaction, enhance performance, and provide growth opportunities.
- Coordinate employee onboarding, offboarding, recognition, new employee orientation, and mentoring programs.
- Manage the employee performance review process.
- Lead the College to advance system level initiatives, such as Equity 2030 and Equity by Design, build and maintain relationships and collaboration with equity focused organizations.
- Oversee the allocation of staff development funds and the process of employee tuition waiver.
- Review and authorize action in unique or critical situations, particularly those which do not have clear HR guidelines or regulations.
- Encourage opportunities to promote employee involvement in college operations.
- Ensure HR services are provided consistently, fairly and with respect for individuals.

Direct the labor relations activities at the college to ensure effective and collaborative working relationships with employees, and the unions that represent them, through accurate and consistent administration of bargaining agreements and employee plans.

- Oversee and interpret the provisions of bargaining agreements, employee plans, civil service rules and statutes and administer the College's responsibilities within them.
- Advise Supervisors in appropriate bargaining agreement and employee plan administration.
- Oversee and provide advice to leadership and HR staff regarding investigations, assess facts and recommend action.

- Hear union grievances on behalf of the President, research issues, recommend action, and write responses.
- Respond to employee complaints and mediate grievance settlements.
- Oversee the management of unemployment compensation claims and the management of workers' compensation claims.
- Serve as the College's representative at unemployment hearings.
- Analyze issues impacting bargaining agreements, make recommendations for changes and improvements.
- Consult and plan cooperatively with Minnesota State labor relations on issues that could have college-wide impact.
- Consult and plan cooperatively with Minnesota State labor relations, and Minnesota Management and Budget labor relations as needed, on issues that may have system-wide or statewide impact.

Advise and train managers in all areas of human resources and labor relations management to ensure consistent and equitable practices college-wide.

- Oversee and direct the educational and development opportunities for supervisors and administrators.
- Provide advice and consultation to administrative team about issues individually and through team meeting participation.
- Oversee the research and analysis of Human Resources and Equity functions and activities to meet College goals and objectives.
- Maintain a welcome and collaborative environment which facilitates opportunities for supervisors and employees to consult with the HR division staff about their concerns.
- Research and convey "best practices" information to administrators/supervisors.
- Oversee and direct the training of supervisors and others on how to conduct employee misconduct investigations, Title IX and 1B1 investigations and other investigations.
- Properly apply provisions of the collective bargaining units to ensure compliance with said agreements/plans, employment, benefits, insurance, safety and other laws, regulations and requirements and advise colleagues on the administration and/or interpretation of labor contracts and plans.

Oversee and direct college activities, policies, and procedures regarding Diversity, Workforce Equity, Inclusion and Affirmative Action.

- Designated the College's Diversity Officer.
- Apply the principles of equal employment opportunity and non-discrimination to college policies and practices.
- Serve as a thought leader and trusted partner to campus leaders, ensuring a campus-wide commitment to diversity, equity, and inclusion.
- Develop and maintain strong relationships with organizations that represent or support diverse and underrepresented groups in the state to achieve objectives of mutual interest.
- Co-chair the Diversity, Equity, and Inclusion Strategic Committee for the College.
- Work with Managers and staff in all divisions of the College to provide equity, diversity and inclusiveness programming for faculty, staff and students.
- Develop, maintain, manage, and oversee the College's Affirmative Action (AA/EO) Plan, the Office of Civil Rights Plan, and the Equity, Diversity, and Inclusion Plan, including progress toward the goals in those plans.
- Implement programs that promote organizational success through strategic diversity and inclusive practices.
- Monitor and advise the President regarding discrimination complaints and investigations.
- Investigate or coordinate the investigation of alleged discrimination/harassment complaints and recommend appropriate resolution.

- Lead the Management Team to help set the tone and nurture a collaborative and culturally competent workplace environment that promotes a culture of belonging and respect.
- Plans diversity, equity and inclusion related events and programming for the campus.
- Facilitate training events for AA/EEO, diversity, ADA, sexual harassment, Title IX, and related subjects as necessary, and ensure compliance with all requirements.
- Build collaborative relationships with Minnesota State's Office of Equity and Inclusion, other campuses, and community partners to enhance and inform the College's work as it relates to equity and inclusion.

Perform other duties as assigned: Coordinate and perform other assignments as deemed necessary by circumstances that advance the work of the College.

- Conforms to state, system and College rules, including policies, procedures, contracts, regulations, laws, mandates, and Standards of Excellence Expectations.

RELATIONSHIPS

The Vice President communicates written, graphical and oral reports to internal and external administrators, faculty, staff, students, agencies, and the community, and serves as a liaison between the College and the system office regarding all things related to human resources.

This person must develop and maintain effective working relationships with the senior administrators, managers and with system staff. This position must demonstrate effective customer service, communication, and continuous process improvement strategies for the College.

The Vice President works collaboratively with all divisions of the College on diversity, equity, and inclusion initiatives that nurtures a collaborative and culturally competent workplace environment for employees to work and students to learn. The Vice President supports the College mission and maintains a professional decorum suitable to senior-level management and reflective of a team approach.

KNOWLEDGE, SKILLS AND ABILITIES

The Vice President of Human Resources and Equity is accountable for managing and directing human resources for the College. This requires an ability to establish and maintain productive, collegial, and professional working relationships with the internal and external College community.

This position requires a high level of leadership, management, organizational, and human relations skills including a thorough knowledge and understanding of personnel and labor relations concepts, practices, and processes; competence in prescribing, interpreting, and complying with federal and state legislation, state, system and College policies as well as labor contracts and plans; ability to identify and address problems with diplomacy and sensitivity; ability to analyze and resolve a variety of complex problems; effective written and verbal communication skills; ability to manage change and conflict rationally; ability to work efficiently, decisively, and professionally; ability to direct/conduct and analyze research and prepares written reports for purposes of budgeting and staffing projections; ability to conduct fair and objective investigations (discipline, grievances, discrimination, harassment); and effectively recommend actions on the basis of such investigations and reports.

The incumbent assumes complete responsibility for all duties assigned.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. Manual dexterity required for constant keying. The employee must frequently lift and/or move up to 10 pounds, and occasional overnight travel is necessary.

PROBLEM SOLVING AND CREATIVITY

The Vice President of Human Resources and Equity must solve a range of problems and concerns involving individual, group, and institutional needs. Problem solving often requires weighing the relative merits of complex factors, negotiating with interested parties, and making decisions that are ethical, fair, and consistent. Problem solving sometimes requires involving other campus or system personnel and resources to resolve conflicting interests and perspectives.

Creativity is also essential in using staff and physical resources efficiently, identifying new funding sources, and devising innovative strategies to accomplish the goals of the College.

FREEDOM TO ACT

Considerable freedom to act is afforded this position in decisions related to resolution of personnel issues; solving operational problems involving single or multiple departments; and generation of innovative administrative practices, program proposals and services that meet College and employee needs and expectations. The incumbent is expected to follow established procedures, suggest improvements to existing procedures, perform tasks in a professional manner, and keep the President informed of developments, issues, and improvements. This person is expected to adhere to all federal and state rules and regulations and to college policies and procedures. Consultation, if needed, will be through the President's Cabinet and the President.

All employees must comply with department and institution procedures and policies, system policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

QUALIFICATIONS:

Minimum Qualifications *(expected to have to enter job)*

Education:

- Bachelor's degree or higher
- Professional HR certification

Type and length of experience:

- A minimum of five years of successful and progressively responsible professional experience in human resource management in a medium to large organization, including two (2) years of supervisory experience.
- Demonstrated experience with employee and labor relations, including resolution of grievances.
- Good knowledge and understanding of equity and inclusion principles and standards.
- Ability to identify and address problems with confidentiality, diplomacy, and integrity.
- High level of competence in interpreting and applying federal and state laws and organizational policies
- Experience with collective bargaining agreement/ union contract administration
- Demonstrated genuine commitment to inclusiveness and shared governance in leadership and decision-making.
- Demonstrated ability to work successfully with persons of diverse backgrounds, and commitment to affirmative action in staffing and operations.
- Demonstrated effective written and verbal communication skills.

Preferred Qualifications *(desired but not expected to have to enter job)*

- Bachelor's degree (or higher) in a Human Resources, Management, Business, Administration, or other related field.
- Professional diversity and equity-related certification (IDI, etc.)
- Leadership experience in higher education, non-profit or government
- Experience developing, organizing, and administering budgets

BUDGET AUTHORITY:

Position indirectly impacts personnel budget of approximately \$32 million and is directly responsible for operating budgets totaling over \$200,000.

REPORTS TO: College President

SUPERVISION: Two (2) FTE Employees