

Cuyahoga Community College Job Description

Job Title: Vice President for People, Culture and Talent Development
Department: Administration & Finance
Reports To: Executive Vice President/Treasurer, Administration & Finance
FLSA Status: Exempt
Employee Class: 01 - Administrator
Position Class: A8030
Bargaining Status: Non-bargaining
Date: October 2023

SUMMARY:

Provides strategic, proactive, and innovative leadership to the college-wide human resources functions in support of the College's mission, vision, and strategic plan and initiatives. The key functions are aligned with Strategic and Operational goals and objectives.

STRATEGIC:

- Strategically directs a comprehensive group of college-wide human resource functions including talent acquisition and organizational development to achieve strategic goals
- Leads planning, development, implementation and evaluation of comprehensive Human Resources policies, objectives and initiatives for faculty, administrators, professional staff and support staff within multi-campus, single college environments (including four bargaining units and non-bargaining staff)
- Monitors and advises on workforce, recruitment and benefit trends in an ever-changing, dynamic environment
- Leads, supports and mentors a team of human resources professionals
- Cultivates and fosters positive, working relationships with the College leadership and bargaining unit leaders
- Leads succession planning and talent development strategies for the College, identifying critical roles and preparing potential talent and pipelines, mentoring and training
- Provides consultation to senior executives across the College to develop and embed progressive HR strategies and processes to assist in driving broad changes needed to best support the institution's needs
- Develops and leads strategies to engage and support a diverse workforce
- Provides support to the EVP, Administration & Finance and the College's executive team with aligning long-range human resource initiatives with the College's strategic plan and objectives
- Serves as a valued member of and advisor to the College's leadership team
- Serves on local, regional, and/or state committees

OPERATIONAL:

- Directs a comprehensive group of college-wide human resource functions including total rewards, health & wellbeing, labor and employee relations and Human Resource Information Systems
- Leads the planning, development, implementation and evaluation of comprehensive human resources policies, objectives, and initiatives for faculty, administration, professional staff and

support staff within a multi-campus, single college environment including four bargaining units and non-bargaining staff

- Ensures organizational compliance with current and applicable federal, state and local labor laws
- Drives improvements to provide efficient, effective and compliant HR services
- Performs other duties as assigned

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Preferred: Master's degree in Organizational Development or related field
- Minimum: Bachelor's degree in Human Resources, Business, or a related field
 - Significant related experience may substitute for education
- Minimum of ten years of progressively responsible leadership experience in organizational development programs and initiatives and developing, administering, and evaluating human resources policies and programs
- Demonstrated experience forecasting, planning, maintaining, preparing, and evaluating an organization's current and future workforce needs
- Demonstrated experience hiring, training, developing, scheduling, supervising and managing the work performance of others
- Demonstrated experience effectively developing strategies and making decisions that have significant, broad implications on the human resources management and operations of a College, division (or equivalent business area)
- Demonstrated experience and effectiveness requiring dynamic and analytical problem-solving methods in a variety of situations

KNOWLEDGE, SKILLS and ABILITIES:

- Possess comprehensive knowledge of human resources theories, concepts and practices with the ability to apply them in complex, difficult and/or unprecedented situations as it pertains to the departmental focus
- Possess knowledge of current and applicable federal, state and local labor laws
- Ability to independently set goals and determine the best course of action to achieve desired results
- Ability to think strategically
- Ability to effectively implement new ideas and establish processes which are replicable, consistent and sustainable
- Ability to shift energy and focus as the priorities may dictate
- Ability to work effectively in a dynamic and changing work environment requiring flexibility and teamwork
- Demonstrated ability to manage relationships, create opportunities and solve problems
- Possess strong organizational, time-management skills, and be results-oriented
- Possess excellent written, verbal and interpersonal communication skills
- Possess excellent customer service skills and a proven ability to develop and sustain productive customer relationships
- Possess effective presentation and negotiation skills
- Demonstrated advanced Project Management skills
- Demonstrated intermediate proficiency with Microsoft Outlook, Word, Excel, PowerPoint, and Access (or equivalent program)
- Ability to confidentially and discreetly handle subject matters requiring privacy and sensitivity
- Ability to collaborate, persuade, gain cooperation and acceptance of ideas on significant projects

- Ability to collaborate, negotiate and resolve conflicts on major projects
- Ability to facilitate top-level collaboration while managing sensitive issues
- Ability to develop and maintain relationships with key contacts to enhance work flow and quality
- Possess sensitivity to appropriately respond to the needs of a diverse population
- Possess willingness and ability to leverage information technology and applications

CRITICAL COMPETENCIES:

- Service Focus
- Emotional Intelligence
- Collaboration
- Communication
- Adaptability

PREFERRED QUALIFICATIONS:

EDUCATION AND EXPERIENCE/TRAINING

- Demonstrated experience in developing, leading and implementing a program of organizational development and cultural improvements
- Demonstrated experience providing leadership and advisement to leadership in a collective bargaining environment
- Demonstrated knowledge of and experience with the planning, development, implementation and evaluation of comprehensive human resources policies, objectives, programs and systems
- Demonstrated knowledge of and experience with organizational development, workforce development, talent acquisition, and trends in human resources practices in dynamic environments

KNOWLEDGE, SKILLS and ABILITIES

- Possess strong coaching skills as well as experience in leading the administration and continued improvement of a comprehensive talent management Human Resource system

PHYSICAL DEMANDS/WORKING CONDITIONS

(The 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.)

- The work is performed in a normal, professional office environment;
- The work area is adequately lighted, heated and ventilated;
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type. However, there may be some walking; standing; bending; carrying of light items such as papers, files, pamphlets, books, etc.;
- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite

EQUAL OPPORTUNITY STATEMENT

Cuyahoga Community College is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Cuyahoga Community College is an equal employment/educational opportunity institution.

To assure best consideration, applications should be received by December 1, 2023. The application should include a letter of interest (not more than three pages) specially addressing the applicant`s background and experience in relation to the qualifications described in the position posting, a current resume (or curriculum vitae), and the names of five professional references with each person`s position, office or home address, email address, and telephone numbers. References will not be contacted without prior authorization from the applicant. All applications will remain confidential.

This search is being assisted by Dr. Preston Pulliams, Gold Hill Associates. Nominations and applications should be sent electronically (MS Word or PDF Format) to Preston@goldhillassociates.com.