
Job Title	Director of Human Resources and Staff Development
PVN ID	JJ-1812-002836
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Department

Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	24.00-32.00
Closing Date	Feb 07, 2019 (Or Until Filled)

General Description

The NNSC is seeking a Director of Employee and Staff Development who will (1) plan, coordinate and serve as liaison with RFCUNY to provide HR services; (2) develop and implement internal policies, procedures and practices that support the mission, functions and staff of NNSC; (3) coach, advise and support managers and staff in preserving and strengthening the human relationships on which all other organizational activities depend; and, (4) utilize and suggest best practices designed to improve the organization's communication and effectiveness, facilitate its growth, and contribute to the NNSC's mission and goals.

Major tasks and responsibilities include:

- Ensures delivery of (and alignment with) RFCUNY HR services
- Updates and implements HR policies, processes, procedures, programs and practices customized to the needs of NNSC.
- Handles day-to-day HR operations, including status changes and processing actions, and new hires, volunteers and interns
- Resolves employment issues related to compensation, benefits and pay, and time and
- Serves as a resource for recruitment, hiring and onboarding, pay administration, performance management, professional development, and workforce planning.
- Assists managers and employees in developing solutions to routine and complex human relational issues, including grievances and complaints
- Ensures fair employment practice requirements are met
- Provides HR policy guidance and interpretations in support of overall organizational effectiveness
- Maintains confidential employee records and files
- Institutes HR plans and strategies, including succession planning, recruitment, retention and staff engagement
- Provides relational coaching for individuals and teams
- Supports continuous improvement of organizational performance and individual professional development through the alignment of individual performance with organizational results and outcomes
- Builds an inclusive culture that promotes and supports diversity, equity, and respect

- Monitors, tracks and reports on HR metrics

Other Duties

Qualifications

- **Education:** Bachelor's Degree in Human Resources, Organizational Development, Business Administration, or a related field or the equivalent in education and experience is Graduate degree and/or certifications (SPHR, PHR, OD, etc.) are desirable.
- **Experience**
 - Minimum of 8 years of progressively responsible and related
 - Knowledgeable in the areas of human resources management and EEO
 - Specific technical expertise in HR functional areas of recruitment and staffing and employee (or labor)
 - Skilled in relationship building and conflict resolution
 - Relevant industry experience (small/moderate sized mission-driven non- profit or higher education) highly
- **Other**
 - Interest in, familiarity with or demonstrated commitment to the vision, values and mission of the NNSC
 - Ability to work a part-time schedule, 24-32 hours per week