
Job Title	Senior Director of Human Resources
PVN ID	RF-2201-004519
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 30, 2022 (Or Until Filled)

General Description

Effective December 27, 2021, all employees at the Central Office of the Research Foundation of CUNY are required to be fully vaccinated. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine.

This is a Senior Management position, reporting to the Chief Operating Officer, and exercising substantial independent judgment in the fulfillment of the duties and responsibilities assigned. The incumbent provides overall direction and has responsibility for personnel policy and administration functions for both Research Foundation Central Office and field employees. The incumbent oversees the Department of Human Resources, a major administrative, policy, and service unit of the Research Foundation. The incumbent is charged with a full range of managerial and supervisory responsibilities, including communicating to staff members the purpose, policies and processes of the work unit and overseeing and evaluating their performance. In addition to directing the on-going operations of the unit, the incumbent leads staff members in identifying and resolving special problems, providing exemplary customer service, creating new business initiatives, implementing special projects, developing new staff skills, and realizing resource efficiencies. The incumbent models the highest standards of professional ethics and stays current in the field of labor relations and human resources. The incumbent supports the work of other RF units by communicating effectively with other leaders and staff, by allocating resources when possible to be of assistance to others, and by participating in team-based projects as needed.

Other Duties

DUTIES AND RESPONSIBILITIES include, but are not limited to:

Labor Relations

- In coordination with the President and COO of the RF, formulates LR strategies and identifies management contract demands;
- Confers with Senior Staff to fine tune strategies and demands
- Conducts confidential research on contract alternatives; collects comparative data on similar employers; prepares analysis and recommends strategic responses; cost proposals and counter proposals.
- Proposes bargaining team members for President's approval and trains team.
- With the President or designee, leads bargaining team in contract negotiations and in negotiations of interim or side-bar agreements. Drafts wording of agreements and, when authorized by the President, initials agreements on behalf of the RF, pending ratification by the Board
- Maintains official records of all agreements in force; interprets agreements and enforces management's responsibilities under the agreements; counsels management on its prerogatives within the agreements
- Seek from General Counsel legal opinions pertaining to contracts as needed.
- Provides to the President as needed contract clarification and interpretation; speaks officially in court, before arbitrators, before the NLRB, and elsewhere regarding contract contents, coverage, intent, and meaning.
- Meets formally and informally with union representatives to consider solutions to labor issues and to draft or undertake labor-management joint initiatives; may chair labor-management meetings

Complaint Investigation

- Counsels and acts as a resource to project investigators, project directors and other University personnel as well as Foundation employees on personnel matters.
- Oversees the conduct of investigations, when appropriate, of EEO, sexual harassment and other types of project employee complaints.

HR Related Training

- Directs and trains staff in the activities of Human Resources Department. In concert with the COO, establishes staff goals, sets priorities, and evaluates performance. Develops staff competence in new areas and acknowledges outstanding accomplishments.
- Assists staff, when needed, with complex or difficult issues and models good customer service techniques.
- Routinely informs COO of work progress; provides timely updates on all critical matters; identifies problems and proposes solutions.
- Oversees training requirements (mandatory and best practice) for all RF staff including, but not limited to, areas such as sexual harassment, hostile work environment, dealing with difficult employees, etc.

Salary and Benefits Administration

- Responsible for the administration of Human Resources services, policies and programs through HR Staff at RFCO, including but not limited to, compensation and benefits administration, staffing, recruiting, training, personnel and employee counseling services.
- Oversee the design and administration of the RF's benefits programs, including pension, health, dental, life, LTD and EAP insurances.

HR Administration

- Directs the Assistant Directors in researching, drafting, coordinating reviews of, obtaining President or

Board approval of, implementing, and interpreting personnel policy and procedure statements on time and leave, wage and salary administration, group benefits, retirement programs, project employee complaints, sexual harassment, etc., thereby formalizing Research Foundation policies that are in accordance with good HR practice and with governmental regulations.

- Oversees the Affirmative Action officer in the development and implementation of the Foundation's Affirmative Action Plan. This includes the supervision of the preparation and maintenance of data, records, reports, and participation in any compliance reviews. Acts as liaison with the University's Director of Affirmative Action.
- Maintains liaison with CUNY officials on University salaries and personnel policies as they may apply to or affect Research Foundation personnel.
- Oversees compliance with various DOL and INS regulations in the procurement of employment-based visas for Foundation employees.
- Represents Research Foundation at personnel related hearings, meetings, etc.
- Serves as a member of the Employee Benefits Committee, the Plan Administrator for Foundation plans governed by ERISA.
- Participates in relevant professional activities and personal development in the HR/LR field.
- Serves as member of the background check and screening committee for field and RFCO employees.
- Implements COVID 19 related rules and policies promulgated by City, State or Federal authorities. Measures compliance for both field staff as well as at RF Central Office.
- Other duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution required; course work in HR/LR related subjects preferred; a Master's degree in an HR related field, an MPA, or a degree related to Labor Relations, e.g., Labor Law, preferred. Legal background ideal
- A minimum of six years of progressively responsible experience in an HR/LR department, including at least two years in a supervisory capacity. Experience in Labor Relations dealing with negotiations, contract compliance, and grievance/disciplinary matters is preferred.
- Competence in making public presentations and at written and oral communication to interact effectively with diverse clients and staff at all levels.
- Competence in handling stressful situations with tact and persuasiveness.
- Competence with numerical calculations, preparation and/or analysis of personnel statistics and budget requirements, analyzing and forecasting trends, researching problems and training staff.
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions.
- Competence in developing others using latest information in the HR/LR field and of maintaining ongoing personal development.

THE RESEARCH FOUNDATION OF THE CITY UNIVERSITY OF NEW YORK IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/AMERICANS WITH DISABILITIES ACT/E-VERIFY EMPLOYER.