

Director, Human Resources

Posting Details

Position Information

Job Title Director, Human Resources

Position Type Human Resources

FLSA Exempt

About Ocean County College

For more than 50 years, Ocean County College, a public two-year college, has continued to provide value added higher education instruction to over 10,000 students annually. With more than 50 academic programs offering options for students to continue their studies and earn a bachelor's, master's or doctoral degree through a variety of partnerships with several prominent colleges in New Jersey, the college continues to explore and expand new and innovative programs that can be completed on-line and on campus. Centrally located in Toms River, NJ, the campus spans over 275 beautiful acres within a coastal community that affords student, employees and area residents the opportunity to benefit from a variety of cultural, recreational, entertainment and educational enrichment amenities.

Information about the benefits provided to Ocean County College employees can be found at: <https://www.ocean.edu/about-us/human-resources/benefits-summary/>

Please Note: At this time, the College does not provide work visa sponsorships. To be considered for employment at Ocean County College, applicants must be permitted to legally work in the United States without employer sponsorship.

Job Description

Reporting to the Associate Vice President of Human Resources, the incumbent will be responsible for managing daily operations and providing leadership, supervision and consultation in the areas of HRIS, Pensions and Benefits, and Talent Acquisition. The incumbent will participate in departmental strategic planning, policy development and decision-making as well as a variety of activities related to the HRIS, pensions/benefits administration and the acquisition of talent. Additionally, the incumbent will be assigned to serve on College committees and task forces as appropriate.

List of Essential Activities

1. Manages direct reports and daily operations and sets strategic/operational goals for the HRIS, Talent Acquisition and Pensions/Benefits units. Works with appropriate personnel to provide excellent service.
2. Oversees all aspects of the college's benefits programs including but not limited to PERS, ABP and DCRP, supplemental plans, health and dental, supplemental insurances, life insurance, paid time off, medical and other leaves of absence, Workers Compensation matters, etc., – personally or through assigned staff.
3. Oversees the Talent Acquisition unit, working with staff or other parties to implement creative and productive recruiting strategies and hiring processes, branding OCC as an employer of choice, and assisting managers with attention to policies, precedent and best practices.
4. Oversees the HRIS Unit, ensuring data integrity and efficient and productive use of available data for decision-making and planning efforts.
5. For assigned areas, develops and implements operational objectives, policies and procedures; evaluates, formulates and implements recommendations for continuous improvement, ensuring a bridge between the Talent Acquisition, Pensions & Benefits and HRIS units for excellent service to incoming and outgoing employees
6. Plans and directs the work of assigned staff including ongoing evaluation, professional development and performance management.
7. Manages front desk and main telephone line reception and coverage activities, personally or through assigned staff, ensuring timeliness and excellence in response.
8. Serves as the Supervisor of the College's Certifying Officer and key contact with State representatives/partners in matters related to pensions and benefits.
9. Builds ongoing relationships with external state contacts, vendor representatives; remains current on federal and state regulations and other developments that impact the College's benefits, compensation or talent acquisition programs.
10. Prepares reports and conducts analysis; assists in policy revision or development, prepares financial information as needed or assigned; performs annual assessment of PPACA status, researches/develops/recommends compensation structures, takes action or makes

recommendations as required.

11. For assigned units, develops and delivers training programs and workshops; develops and implements communication methods for ongoing benefits/pensions awareness and coordinates benefits/vendor workshops – personally or through assigned staff.

12. Other related projects, responsibilities and task force/committee involvement as assigned.

Required Qualifications

1. Master's degree in Human Resources Management or related field, however a Bachelor's degree in human resources management or related field, and an additional two (2 years) of Human Resources experience (total of 7 years) may be substituted in lieu of the degree.
2. Minimum five (5) years in years progressively responsible experience in an HR generalist role with a focus on benefits/retirement, compensation administration, or talent acquisition, preferably in an institution of higher education.
3. Minimum of four (4) years' of supervisory experience, with responsibility for individual and team results.
4. Demonstrated ability to drive process improvement and implement change within a unit or department.
5. Must possess excellent written and verbal communication, presentation, employee service, relationship building, problem solving and multi-tasking skills in a fast-paced environment with competing demands.
6. Demonstrated proficiency in current technology platforms common in today's workplace, such as; Microsoft Office Suite, ERP database systems, case management software, electronic calendars, remote meeting tools, applicant tracking/talent acquisition systems, etc.
7. Demonstrated ability to independently create reports and presentations and research topics in order to recommend best solutions in complex matters.

Preferred Qualifications

1. Masters Degree in Human Resources Management or closely-related subject matter
2. Prior experience in pensions/benefits administration in the State of New Jersey or other state government

ADA Selection Definitions

[ADA Selection Definitions](#)

ADA Selection

ADA Definitions

Hours

40 Hours

If other, please specify

This is an administrative, exempt position and as such, flexibility is required in the number of hours/week and when those hours are needed, according to work demands.

Work Days

Mon - Fri

Duration Type

Annual - 12 months

Duration of Employment

Salary

\$68,946- \$91,928/ year, depending on experience

EEO Statement Summary

Ocean County College is an EEO/AA employer and prohibits discrimination on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, marital, civil union or domestic partnership status, family or parental status, national origin, age, physical or mental disability, family medical history or genetic information, political affiliation, military or veteran status, or any other protected classification.

Posting Detail Information

Posting Number

S859PT

Desired Start Date

Open Date

02/28/2022

Close Date

03/28/2022

Open Until Filled

No

Special Instructions to Applicants

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate the highest level of education you have completed as of today:

- High School or GED/Equivalent
- Vocational/Technical School
- Associate's Degree or 60 colleges credits
- Bachelor's Degree
- Master's Degree
- Doctorate (PHD/MD/JD)

2. * Please indicate the number of years of directly related experience you currently possess:

- less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years
- 5-6 years
- 7 years
- 8 years
- 9 years
- 10 or more years

3. * Please indicate the number of years of experience you have in a leadership role that included accountability for individual, team, project or program results.

- less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 or more years

4. * Please list the directly related computer/technology platforms you have experience with and include the number of years you have been working with each platform.

(Open Ended Question)

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents