

POSTING DETAILS	
Posting Number:	6180
Position Title:	Director, Human Resources, Title IX and Diversity, Equity and Inclusion
Reports To:	President
DBM	D62
Type of Position:	Service and Supervisory
Assignment Description:	This is full-time, exempt position.
Salary:	\$81,688 - \$103,130 Depending on qualifications
Type of Benefits:	<ul style="list-style-type: none">• Medical, dental (with orthodontia), vision• Life, Long-term disability• State PERS retirement• Tuition Waiver• EAP
Other Benefits (if applicable):	<ul style="list-style-type: none">• Full-time Service and Supervisory employees receive 176 hours of vacation annually.• Employees and eligible dependents receive a tuition waiver and free use of our fitness facility.• In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.
Department:	Human Resources
Job Summary/Basic Function:	Under the general direction of the President, this position is responsible for the overall direction, administration, evaluation, and implementation of HR initiatives in support of the mission and strategic plan of the College, specifically in the areas of employee relations, compensation, benefits, performance management, change management, recruitment & retention, organizational development, and Diversity, Equity, and Inclusion (DEI). Serve as subject expert in the field of Human Resources and as Title IX Coordinator. Participate in labor negotiations, spearhead HR policy development and enforcement.
Essential Duties:	<ol style="list-style-type: none">1. Serve as the institution’s Title IX Coordinator and actively contribute to the college's Diversity, Equity, and Inclusion initiatives.2. Provide comprehensive, timely, trauma-informed response and support services to students, faculty, and staff reporting sexual misconduct. Participate on the Threat Assessment Team.3. Coordinate and carry out all Title IX compliance activities and responsibilities, including investigation of any complaint alleging noncompliance or any actions that would be prohibited by Title IX regulations.4. Perform or assign internal and external investigations to ensure a well-documented Title IX investigative process.5. Take steps needed for Title IX compliance from investigation inception through Notice of Outcome and final resolution.6. Advise individuals, including the Respondent, Complainant, or a third party in pending Title IX investigations about the reporting options and resources available.7. Ensure compliance with all labor-related State and Federal laws and regulations.8. Spearhead employee relations efforts, initiating frequent communication with employees and supervisors. Keep the pulse of the organization on the President’s behalf.9. Serve as the bridge between supervisors and their direct reports when issues arise.10. Direct employees seeking resolution of workplace issues that may affect their productivity and satisfaction.11. Mediate matters between employees and other employees or their supervisors.12. Serve as CCC’s compensation and benefits subject matter expert, incorporating DEI principles. Design benefit offerings, implement changes to employees’ compensation, and ensure pay equity when determining total compensation.13. Develop and maintain annual salary schedules in accordance with policies and collective bargaining agreements.14. Direct staff with respect to new hire compensation, benefits administration, and analyzing total compensation.15. Direct CCC’s performance management, organizational development, and DEI efforts. Identify performance issues, implement plans of assistance in conjunction with supervisors. Direct, evaluate, and participate in staff development programs. Plan and execute succession planning initiatives within the institution.16. Develop policies and procedures related to all HR programs and processes, ensuring they are inclusive and promote diversity and equity.17. Serve as EEO/AA Officer while directing all talent acquisition, talent management, and retention efforts with a focus on DEI.18. Ensure HR information systems are fully utilized, kept up to date, and maintained.19. Participate on labor negotiation teams. Amend existing collective bargaining agreements; interpret and implement language therein.20. Serve on the Safety Committee and participate in member-required OSHA training.21. Focus on recruitment efforts to attract diverse and qualified candidates, ensuring a strategic and inclusive approach to talent acquisition. Build relationships with other colleges to identify and engage potential candidates who align with the institution's goals and values.
MINIMUM QUALIFICATIONS	
Education and Experience:	Education and Experience Bachelor’s degree in Human Resources and 5-6 years of HR management-level experience required. If an applicant does not have the above education and experience, the applicant must provide evidence of an equivalent combination of education and experience to match the minimum qualifications. Must be trained in Title IX coordination and compliance. Minimum of 3 years of supervisory experience required.
Desirable Qualifications:	<ul style="list-style-type: none">• PHR or SPHR certification strongly preferred. Candidates in the process of obtaining this certification will also be given preference.• Experience with labor negotiations highly desired.• Knowledge of and current experience in higher education Human Resources preferred.
Knowledge, Skills and Abilities Required:	<ul style="list-style-type: none">• Effective oral and written communication.

	<ul style="list-style-type: none">• Knowledge and understanding of the law and national court decisions.• Knowledge of secondary education, community college and higher education systems.• Knowledge and expertise in recruitment strategies, including the ability to identify and attract qualified candidates while building positive relationships with external organizations.• Skill in organizing faculty and staff training programs and workshops.• Excellent skill in communication and interpersonal skills to facilitate interaction between college administration, faculty, staff and students.• Ability to interpret, apply and explain rules, regulations, policies, and procedures.• Ability to meet schedules and timelines.• Ability to use a computer terminal to: log in to e-mail; read and create e-mail messages; access the college’s intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; Microsoft Word and Power point skills, and the ability to utilize department specific data entry software to facilitate departmental tasks.
Other:	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	January 30, 2024
Special Instructions to Applicants:	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. Successful candidate will be required to provide official transcripts upon initial hire.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	<ul style="list-style-type: none">• Other documents in support of application• EEO Form (used for HR data collection only)
Required Applicant Documents:	<ul style="list-style-type: none">• Application• Cover Letter• Resume• Answers to Supplemental Questions
CLOSING DATE:	This position is open until filled with first review of applications on March 8, 2024