

Special Projects - Human Resources/Legal
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=238515>

Downloaded On: Jul. 5, 2024 4:27am

Posted Jul. 3, 2024, set to expire Dec. 7, 2024

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| Job Title | Special Projects - Human Resources/Legal |
| Department | Human Resources |
| Institution | Erie Community College Buffalo, New York |
| Date Posted | Jul. 3, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Human Resources |
| Job Website | https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Special-Projects---Human-Resources-Legal_J0002153 |

Apply By Email

Job Description

Department:Human Resources

Salary/Hourly:\$80,000.00 Annual

Union/Position Status:SES

Posting Closing Date:July 23, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

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Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS

This employee will handle a broad spectrum of employee relations matters and assist the Vice President of Human Resources, Equity and Inclusion, Employee Relations Manager/Chief Diversity Officer and other managerial-level Human Resources staff with higher-level projects as needed. The focus of this position will be workplace investigations, issuance of disciplines, resolution of other complaints, as well as proactive job performance and/or managerial coaching. This employee will be required to interpret and apply pertinent College policies, procedures, legal requirements regarding employment matters and the provisions of all applicable collective bargaining agreements in their work with employees.

TYPICAL WORK ACTIVITIES:

- Assists in resolving employee relations complaints and disciplinary issues, and facilitating conflict resolution between employees and supervisors to promote a positive, safe, and compliant work environment;
- Acts as a liaison between HR, department managers and union representatives in disciplinary or other employment related matters, and provides advice and recommendations to managers and supervisors regarding the same;
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Conducts prompt and thorough investigation of complaints, investigations, grievances etc. and keeping clear documentation of same to facilitate timely resolution;

- Develops, recommends, and/or issues corrective action when applicable;
- Maintains knowledge of legal requirements related to job duties, reducing legal risks, and ensuring compliance;
- Partners with other internal College offices, outside counsel and agencies when needed;
- Familiarity with compliance and legal requirements surrounding HR issues;
- Ensures compliance with all state and federal discrimination and employment regulations;
- Analyze, design, and revise employee programs, policies, and practices to sustain positive employee relations;
- May assist Employee Relations Manager/Chief Diversity Officer and Vice President of Human Resources, Equity and Inclusion with special projects related to the HR office;
- Other related duties as assigned;
- Provides advice and/or analysis on the implementation of legal requirements for employment matters;

KNOWLEDGE, SKILLS, AND ABILITIES:

Current working knowledge of employment law and regulations including but not limited to NYS Civil Service Law, Title VII, FMLA, ADA, FLSA, NYS unemployment, and labor relations and other relevant

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employment laws; Ability to manage and resolve numerous issues on a variety of topics daily; Must have a professional, and ethical demeanor, provide excellent customer service and maintain confidentiality as a high priority; ability to communicate effectively and respectfully; Ability to work and make decisions independently; Highly analytical thinker and problem solver; Must possess sound professional judgment; Be organized and detail oriented; Able to prioritize while handling multiple tasks; ability to utilize computer for job-related functions; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resources, Labor or Industrial Relations, Public Administration, Business Administration, or related field, and two (2+) years of relevant employee relations experience.

PREFERRED QUALIFICATIONS:

A master's or higher degree.

Experience in public higher education and/or public sector labor relations and human resources. Law degree.

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

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Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact