

## **Mercyhurst University Job Description**

**Job Title:** Director of Human Resources  
**Department:** Human Resources  
**Location:** Erie  
**Reports to:** General Counsel and Vice President for Legal Affairs  
**VP:** General Counsel and Vice President for Legal Affairs  
**Classification:** Administrator  
**FLSA:** Exempt  
**Budget:** 10-16148-51001-1  
**Date Created:** 5/18/2018

### **SUMMARY**

Plan, direct, and coordinate human resource management activities of Mercyhurst University to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

### **Duties and Responsibilities**

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes Human Resource Department goals, activities, objectives and policies; hires and supervises HR staff; aligns the staff competencies and talents, as well as the budget and activities of the department with institutional goals.
- Design, develop, recommend, and implement strategies to support, improve and strengthen the Human Resources Department and Services.
- Using independent judgement, consults with all levels of faculty and staff to provide effective HR support, including interpretation and communication of policies and procedures.
- Assists senior administration in complying with labor laws and regulations.
- Advises senior administration on trends or sensitive employee matters that may occur; partners with administration to develop and implement timely and appropriate solutions.
- Consults with supervisors and employees to manage complex and sensitive employee relations.
- Advises on work performance matters, including problem resolution, progressive discipline and annual performance appraisals and career development opportunities to assist with retention, and organizational design.
- Consults with managers and supervisors to provide support for recruitment, interviewing and selection of candidates.

- Oversee HR staff in management of benefits-related matters. Oversee maintenance of relationships with carriers, enrollment, and monthly bills. Develops annual benefits budget and periodically monitors trends and actual performance.
- Oversee faculty and staff employment practices, employee relations, benefits administration, employee database management, regulation compliance, and relevant institution-wide opportunities for training and professional development.
- Oversee and manage maintenance of and changes to HR database and systems, records and files.
- Analyze data and produce reports, documents and surveys. Ensure effective communication between HR and payroll.
- Maintain the integrity in systems by running queries and analyzing data. Research and resolve problems, unexpected results or process flaws, perform scheduled activities, recommend solutions or alternate methods to meet requirement.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Coordinate communication and notification of university policy and procedures.
- Develop and update university policies, benefits plans, handbooks and procedures related to faculty and staff based on institutional needs as well as changes in federal and state laws.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Prepare and follow budgets for personnel operations.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Conduct exit interviews to identify reasons for employee termination.
- Oversee the evaluation, classification and rating of occupations and job positions and development of job descriptions.
- Prepare personnel forecast to project employment needs.
- Coordinate processing of work status adjustment for foreign nationals seeking employment with the institution including: verification of employment eligibility; change of status process; initiation of permanent residence process; and other immigration and homeland security compliance mandates.
- Develop or administer special projects in areas such as retirement plan changes and options, pay equity, savings bond programs, day-care, and employee awards.

## **Competencies**

1. Business Acumen.
2. Communication.
3. Consultation.
4. Critical Evaluation.
5. Ethical Practice.
6. Global & Cultural Awareness.
7. HR Expertise.
8. Leadership & Navigation.
9. Relationship Management.

## **Supervisory Responsibility**

This position directly supervises the Assistant Director and the HR Administrative Services Assistant position but is responsible for the overall operation of the department. This position also acts as coach and mentor to all other employees in the HR department.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand.

## **Education and Experience**

Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

## **Knowledge, Skills and Abilities**

- Knowledge of federal and state employment laws and regulations, and OSHA and workers compensation reporting laws and requirements.
- Ability to make decisions, exhibit sound and accurate judgement and makes timely decisions.
- Ability to delegate work assignments, set expectations and monitor delegated activities.
- Strong and effective verbal and written communication.
- Strong computer skills.
- Strong listening and interpersonal skills.
- Ability to collaborate and recommend options and related sensitively to internal and external colleagues and constituents.
- Experience preparing proposals and presentations.
- Strong organizational skills and ability to manage multiple priorities.
- Ability to work with diverse populations.
- Experience working in Higher Education.
- Knowledge and experience with Ellucian Colleague preferred.
- To perform this job successfully, an individual should have knowledge of Microsoft Access Database software; Internet software; Profficient in Microsoft Office including Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **APPLICATION PROCESS**

Mercyhurst University is an Equal Opportunity Employer that Encourages members of diverse groups to apply. All Applicants must be eligible to work in the United States.

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

MERCYHURST UNIVERSITY

ATTENTION: HUMAN RESOURCES

501 EAST 38<sup>th</sup> STREET

ERIE, PA 16546

[HRINFO@MERCYHURST.EDU](mailto:HRINFO@MERCYHURST.EDU)