

Job Description

Job Title:	HR Manager - Benefits and Training
Job ID:	15237
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Reporting directly to the Director of Human Resources, the HR Manager is responsible for the administration, implementation, and compliance of Hostos and CUNY policies and regulations for the Benefits and Training functions.

Additional responsibilities are as follows:

- Administers employees' benefits coverage to include health insurance plans, pension plans, flexible spending accounts, life insurance, supplemental annuity accounts, dental programs, and transit benefits.
- Advises faculty and staff on benefits policies and procedures; responds to inquiries and provides timely resolution of issues.
- Provides retirement information and determines eligibility for retiree health benefits; maintains the Hostos Retirement Planning and Resource Guide and makes revisions where required.
- Manages the implementation of professional development initiatives for all employees.
- Partners with department managers/supervisors to identify training needs and determine methodologies.
- Designs, delivers, or coordinates employee training and instructional programs; evaluates feedback and conducts post-training analysis.
- Implements collective bargaining agreements and CUNY policies and civil service regulations; conducts audits and evaluates current processes.
- Facilitates and conducts orientation sessions/workshops for new employees.
- Prepares and distributes electronic employee communications to include the monthly benefits newsletter.
- Serves as the liaison with CUNY Central Benefits Office, TIAA/CREF, Office of the PSC Welfare Fund New York City Teachers' Retirement System (TRS), and health insurance vendors.
- Assists the HR Director in special projects as needed.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

The following qualifications are preferred:

- Minimum of 5 years experience across a range of competencies in Human Resources (as part of the required six years' related experience)
- In-depth knowledge and experience in benefits administration
- Experience in CUNY or a unionized higher education environment

- Excellent customer service, interpersonal, oral and written communication skills
- Ability to interact with all levels of staff exhibiting professional discretion, confidentiality, and high ethical standards
- Ability to take direction and work proactively in a team environment
- Proficiency in Microsoft Office, Outlook, and PeopleSoft or other Human Resources Information System

CUNY TITLE OVERVIEW

Manages a portfolio of Human Resources programs and operations at the College level.

- Assumes responsibility for delivery of one or more human resources programs, which may include recruitment, performance management, labor relations, pay administration, recordkeeping, and/or human resources technology
- Manages staff responsible for carrying out operations in the Human Resources office
- Directly supports College department chairs and managers in staff planning, recruiting, hiring, and resolving sensitive personnel issues regarding their employees
- Provides guidance on the impact of laws and regulations, CUNY policies, and collective bargaining agreements
- Provides outreach to employees and provides communications such as meetings, newsletters, and web sites
- Compiles accurate and well-organized reports
- Assists management with developing policies, procedures, and programs to support Human Resources' objectives
- Performs related duties as assigned.

Job Title Name: HR Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Listings."

Please attach resume, cover letter and three professional references.

CLOSING DATE

November 15, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.
