

Job Vacancy Notice

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| Job Title | Associate Director of Benefits and Operations |
| Job ID | 24221 |
| Location | Hostos Community College |
| Full/Part Time | Full-Time |
| Regular/Temporary | Regular |

POSITION DETAILS

Reporting directly to the Executive Director of Human Resources, the Associate Director of Benefits and Operations is responsible for assisting in the oversight of all HR operations and strategic planning activities and serves on behalf of the Executive Director as needed. The Associate Director is responsible for managing a range of areas under the direction of the Human Resources Executive Director with a specialized focus on Benefits and Operations, ensuring all Hostos employees receive the highest quality of customer service. Oversight will include the administration/implementation of Hostos and CUNY policies, procedures, and applicable collective bargaining agreements.

In addition to the CUNY Overview, additional responsibilities are as follow

- Supervises and administers employee benefits coverage including but not limited to health insurance plans, dental programs, pension plans, retirement benefits, flexible spending accounts, life insurance, supplemental annuity accounts, unemployment, workers' compensation, and transit benefits.
- Manages all leaves of absence and new hire orientations.
- Evaluates current systems in place and recommends improvements to automate, simplify and streamline processes to improve efficiency and effectiveness of services.
- Oversees the daily operations of the HR Office.
- Manages the data integrity of benefits records and provides assistance with related auditing activities.
- Serves as the liaison with CUNY Central Benefits and Payroll Offices, TIAA, New York City Teachers' Retirement System (TRS), New York City Employees Retirement System (ERS), Office of the PSC Welfare Fund and other welfare funds, employee assistance program (EAP) and health insurance vendors.
- Assists with recruitment, classified staff, instructional staff, employee relations, office management, and any other operations as assigned.
- Manages the implementation of professional development initiatives for all employees; designs, delivers, and/or coordinates employee training and instructional programs; evaluates feedback and conducts post-training analysis.
- Provides guidance and interpretation of CUNY policies (i.e., white collar contracts, blue collar contracts, NYS Civil Service laws, CUNY personnel rules and regulations, etc.) and ensures compliance; responds to inquiries and provides timely resolution of issues with a high level of customer service.
- Coordinates the communication of policies and procedures; develops and distributes guidelines; and develops and updates the HR website as needed; maintains an in-depth understanding of CUNY rules and regulations, relevant laws and guidelines, collective bargaining agreements, and College policies, and applies these to his/her areas of responsibility.
- Serves on various College and University committees.
- Essential duties require on-campus presence.

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).
- Experience in a Human Resources Department in a CUNY college, NYC agency, or a unionized higher education environment.
- In-depth knowledge and experience in benefits administration.
- A strong work ethic and ability to maintain confidentiality and safeguard employee information.
- Excellent customer service, interpersonal, oral, and written communication skills.
- Ability to interact well with all levels of staff exhibiting professionalism, discretion, a positive attitude, and high ethical standards.
- Ability to take direction and work collaboratively in a team environment.
- Strong command of Microsoft Office, Outlook, and PeopleSoft or other Human Resources Information Systems.
- Ability to adapt and to new technological systems designed to streamline HR processes.
- Advanced degree.

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 Postings"

Please submit cover letter, resume, and three professional references.

*Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

CLOSING DATE

Open until filled with review of applications to begin April 22, 2022

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.