



VACANCY ANNOUNCEMENT

Position Title: Director of Human Resources

Position: 100040

Position Status: Full-Time

Reports to: President

DUTIES AND RESPONSIBILITIES:

1. Directs the hiring process, including developing a hiring packet, reviews job announcements, advertising, monitors screening process, background checks, monitors salary placement for equity.
2. Directs and audits all aspects of the payroll process, including payroll related accounting functions such as new hires, terminations, insurance changes and/or contract related changes.
3. Oversees the recruitment and selection processes and best practices to strengthen the recruitment of a more diverse workforce.
4. Communicates personnel policies to all employees.
5. Prepares and processes all employment contracts in compliance with policies.
6. Develops and updates college personnel policies and procedures.
7. Develops and monitors the College's Affirmative Action/EEO goals. Reports utilization information to appropriate agencies.
8. Directs and implements the college benefit program, including benefit counseling.
9. Manages the electronic time and leave system in Banner.
10. Processes worker's compensation and unemployment claims.
11. Manages Professional Development budget from all sources of revenue and chairs the Professional Development Committee, which determines the appropriate funding for Professional Development requests. Responsible for personnel related professional development trainings for employees.
12. Administers grievance and dispute resolution procedures.
13. Coordinates performance and evaluation of all employees.
14. Maintains all personnel files for all employees, including leave records.
15. Conducts complaint investigations regarding discrimination/sexual harassment.
16. Compile and prepare related reports as required such as the Human Resources section of IPEDs.
17. Provides human resources and payroll data as needed.
18. Serve as Title IX Coordinator.
19. Serve as member of the President Cabinet.
20. Represents the College at State System Human Resource/Payroll/Affirmative Action/Title IX meetings.
21. Accepts other duties as assigned by the President.

See Human Resources of a complete job description.

Minimum Qualifications:

- Bachelor's Degree in human resources, business administration, public administration, management, personnel administration/human resources management or related field
- Human Resources and/or administrative experience

Preferred Qualifications:

- Demonstrated experience in providing support and commitment to serving diverse populations
- Experience with and knowledge of human resources rules, policies, regulations and practices.
- Excellent interpersonal relations and customer service skills
- Experience with automated business support systems
- Excellent communication skills both written and verbal
- Experience with investigative techniques and processes
- Educational philosophy in alignment with that of a small, rural comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people

SALARY RANGE:

\$55,000 – \$65,000 annually with excellent benefit package including retirement, health, vision, dental and life insurance
12-month position

APPLICATION INSTRUCTIONS**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of college transcripts
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

November 20, 2020

POSTION START DATE:

As soon as possible

Submit Application Packet To:

Otero Junior College
Attn: Carol Noll
Director of Human Resources

Or Email To: carol.noll@ojc.edu**Inquiries May Be Directed To:**

Carol Noll
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Marlene Boettcher, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and men's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe

Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.