



Human Resource Director Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following full-time position and invites applications from interested individuals.

Job Title: Human Resource Director	Reports to: Executive Director
Unit: Administration Grade 3 Annualized Salary: TBD	Schedule: 8:00 am – 5:00 pm, additional hours as required

Position Description

- Member of Senior Staff team
- Responsible for full HR support to approximately 425 full and part time employees including benefits, compensation, employee relations, and recruiting.
- This position serves as the custodian for BASC and BASC Services, LLC Human Resource Information Systems (HRIS). Develops, maintains, operation of and access to the application and data associated with that business activity.
- The prime objective of HR is to understand and to align Knowledge, Skills and Abilities (Human Capital) within the company's strategic objectives and brings value to facilitating organizational change and efficiencies to internal processes.

Human Resource Director Responsibilities.

- Evaluate, design, and implement effective strategies and action plans to enhance HR support service delivery.
- Develop and maintain a human resource system that meets top management information needs.
- Provide leadership and direction to Human Resource department as a visible service organization to all employees.
- Employee Communication – Oversees the creation and publication of employee handbooks and other employee correspondence such as notification of changes in benefits, meeting notification, processes, policies, and/or procedures, etc.
- Oversees the call back meeting by creating a theme, coordinating the program, and personnel. Works with an appointed mc.
- Ensures proper interpretation and application of Human Resources policies and procedures and the union contract.
- Assists with union negotiations in collective bargaining / contract negotiations.
- Prepares for, represents and ensures legal compliance in all HR-related matters, including any in-house or agency complaints or charges and keeps legal costs to a minimum by preparing most documents in house.
- Reviews and approves all responses to the progressive discipline policy. Records and recommends all disciplinary actions.
- Consults with domain administrator as needed.
- Responsible for staff and labor relations including the orientation, training, development, and evaluations of BASC employees.

- Oversees tracking of probationary periods and monitoring hours worked by students and full time and part time employees.
- Provides employee relations by being visible in the units, assisting in the resolution of employee problems, issues and questions, attending labor/management meetings, and cultivating partnerships between various levels of employees.
- Oversees the resolution of KRONOS and Ultipro system problems.
- Oversees DSA process and ensures equitable pay for all staff and establishes criteria for same.
- Ensures compliance with mandated government postings.
- Maintains personnel files.
- Affirmative Action Officer – ensures diversity within the BASC workforce and investigates any AA claims.
- Investigates all harassment claims. Interviews necessary individuals and discusses decision on the next step with the Executive Director
- Oversees all benefits including health insurance, dental and vision insurance workers compensation, unemployment, disability insurance, flexible spending, and union reimbursement (excluding 401k & 403b pensions).
- Oversees Recruitment - completes job postings, creates and publishes advertisements, reference checking, creates letters, offers positions, and ensures compliance with federal and/or state employment laws.
- Prepares EEOC and OSHA reports for BASC and LLC Company.
- Performs other duties as required.

As the custodian:

- Ensures data integrity and system consistency
- Interprets the Brockport Auxiliary Service Corporation policies to classify data and define its level of sensitivity.
- Defines required levels of security, including those for data transmission.
- Ensures data security by classifying data and defining levels of data access.
- Develops guidelines for requesting access.
- Reviews and authorizes access requests.
- Establishes measures to ensure data integrity; and reviewing usage information/what it is used for, purpose/audit.
- Defines criteria for archiving data, to satisfy record retention requirements.

Physical Requirements

- Good visual acuity for reviewing reports and working on computer.
- Ability to visit all units to ensure good employee relations.
- Ability to communicate and work well with others.

Qualifications:

- Bachelors Degree, preferably in Human Resources and/or Business Management
- Seven to ten years of progressive HR management experience including labor and employee relations, design, implementation, and operation of HR systems, vendor relations, business operations in a service delivery environment.
- Self directed.
- Effective innovator and strategic partner.
- Skilled people manager
- Effective communicator from Senior Staff through hourly employees.
- Proficient in Microsoft Suite
- SPHR certification preferred.

Date Posted:

Applications will continue to be accepted until the position is filled.

Apply to:

BASC at SUNY Brockport
Human Resource Office – Brockway Hall
350 New Campus Drive
Brockport, NY 14420

Electronic submissions may be sent to:

bascjobs@brockport.edu

*Attachments must be in Microsoft Word, rich text format, or PDF file.

Contact Information:

Phone: (585) 395-2752

Fax: (585) 395-5777

11/2006, Rev. 5/2008