

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## DIRECTOR, HUMAN RESOURCES

### POSITION OVERVIEW

The Director, Human Resources reports to the Vice President for Finance and Administrative Services and is responsible for all areas of human resources management to include, but not limited to: labor relations management, benefits and payroll administration and management, talent acquisition, compensation analysis, legal compliance, policy development, and training. The position supervises a full-time staff of three.

The Director must be a trusted collaborative colleague who can work with key Academy leaders, and advise on human resources and employment issues, management practices, sensitive employee issues, and risk management. This role will assist the Sr. Vice President of Finance and Administrative Services in developing strategies and leading the long-term operational, administrative, and continuous improvement efforts of the Academy related to human resources. This position is expected to work on-campus. This position is a Confidential, full-time, calendar year staff position with full benefits.

### ESSENTIAL DUTIES AND RESPONSIBILITIES – MANAGEMENT

- Responsible for supervision of Human Resource staff while administering and managing the Human Resource office including personnel administration, benefits and payroll administration, compensation, compliance, budget development, and labor management;
- Serves on the President's Executive Committee and formulates, recommends, evaluates and administers policies and procedures as required to maintain efficient and effective Human Resources management that is in compliance with Maine statutes, applicable Federal regulations and collective bargaining agreements;
- Presents and executes innovative strategic ideas and best practices to support process, departmental, and organizational improvements;
- Creates and tracks accountability and performance assessment measures in support of institutional and community impact of HR related initiatives;
- Develops and maintains positive relationships with employees, managers, and union leadership to foster a climate focused on mutual respect and collaboration;
- Oversees labor relations, including contract/collective bargaining negotiations, grievance responses, arbitration, and administrative filings and hearings;
- Function as a resource to the Academy community on personnel issues, grievances and other sensitive matters;
- Administer the HR and benefits budget lines;
- Responsible for creation of reports and collection of data to include, but not limited to, salary administration, benefits, payroll, strategic planning and union negotiations;
- With a full commitment to Equal Opportunity, leads the recruitment, screening, selection, and advancement and retention of personnel in accordance with law and policy.
- Works in conjunction with the Title IX Coordinator on matters related to staff and faculty;
- Works in partnership with legal counsel on a variety of issues;
- Drafts, classifies and maintains standardized job descriptions for all employees;

- Update and then implement a compensation program (currently a modified Haye's system) including conducting job evaluations and job classification reviews, maintenance of the staff compensation structure and administering the reclassification process.
- Responsible for the creation and oversight of training and development of Academy staff;
- Enhances and coordinates educational and advancement for MMA employees, specifically in the area of employee responsibility towards colleagues and supervisory training.

***This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign additional, reasonably related duties.***

#### **MINIMUM QUALIFICATIONS/SKILLS**

- Master's Degree preferred in Human Resources, Business Administration, Organizational Leadership/Management. MBA or J.D. preferred;
- 5 years of managerial experience in human resources/payroll or comparable experience;
- In-depth knowledge of and experience in all core human resources functional areas;
- Demonstrated commitment to supporting and promoting an equitable, inclusive, and diverse working environment;
- Excellent communication and presentation skills;
- Knowledge of relevant federal laws to include: Titles VII and IX, FMLA, COBRA, ACA, ADA;
- Demonstrated ability to think creatively, strategically, and operationally with strong analytical skills;
- Proven experience coaching and developing individuals;
- Advanced functional competencies in computer skills (Microsoft Office Suite®, Applicant Tracking software and HRIS systems (GP and NeoGov/NeoEd preferred but not required);
- Ability to work effectively with faculty and staff from different viewpoints and backgrounds;
- Superior "hands on" work ethic, intellectual curiosity, initiative, writing, communication, interpersonal skill, and decision making;
- Demonstrated experience in managing conflict and dispute resolution; and
- Ability to manage and prioritize competing demands.

#### **PREFERRED QUALIFICATIONS/SKILLS**

- Ten or more years of experience in Human Resources with demonstrated progress in leadership positions;
- Knowledge of relevant Maine State employment laws;
- Familiarity with 401(a) and 403(b) retirement plans and Maine PERS;
- An understanding of public government-funded human resources;
- Evidence of training in multiple areas evidenced by formal education and/or professional training (ex: SHRM);
- Job classification and compensation analysis skills;
- Additional competencies may include financial and personnel management, coaching and leading people, strategic thinking; and
- Background in higher education.

#### **WORKING CONDITIONS**

- Environment requires the management of competing projects and demands
- Frequent contact with students, faculty, visitors, and external entities
- Occasional long days and weekend work;
- Office environment, use of computer keyboard and monitor;
- Tobacco-free campus and ships;
- Work On-Campus.