## Position Title: Executive Director of Human Resources

<table>
<thead>
<tr>
<th>Position Information</th>
<th>Executive Director of HR Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Executive Director of Human Resources</td>
</tr>
<tr>
<td>Position Number</td>
<td>100220</td>
</tr>
<tr>
<td>Campus Location</td>
<td>Lakewood, Colorado</td>
</tr>
<tr>
<td>Primary Physical Work Address</td>
<td>13300 West Sixth Avenue Lakewood Colorado 80228</td>
</tr>
<tr>
<td>Salary</td>
<td>$90,659.77/annual</td>
</tr>
<tr>
<td>Starting Pay Rate</td>
<td>Starting Salary is not negotiable</td>
</tr>
<tr>
<td>Anticipated Start Date</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt, this position is not eligible for overtime.</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Monday September 06, 2021 by 11:59 p.m.</td>
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<tr>
<td>Job Type</td>
<td>Full Time</td>
</tr>
<tr>
<td>Benefits</td>
<td>RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website.</td>
</tr>
<tr>
<td>Retirement</td>
<td>The Colorado Public Employees’ Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.</td>
</tr>
</tbody>
</table>
| Time Off             | Leave Accruals (Leave prorated for appointments under 100%)  
  - Annual/Personal Days: 22.5 (180 hours)  
  - Sick Days: 15 (120 hours)  
  - (Over 12 months, based on full time appointment accruals)  
  - Other Leave  
  - Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year)  
  - Holidays Observed: 10  
    - Four Holidays are observed on an alternate schedule (Columbus Day, Veteran’s Day, Martin Luther King Jr. Day, and President’s Day). RRCC observes these holidays between Christmas Day and New Year’s Day, resulting in campus being closed from Christmas Day through New Year’s Day, with eligible employees on Holiday Leave  
  - Jury Leave  
  - Military Leave |
| Online Application   | Click Here to Begin Your Application |
Position Announcement:

Red Rocks Community College is seeking applications for a full-time Human Resources Executive Director to join our Human Resources department.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor’s and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:
The Executive Director of Human Resources is a senior-level administrator reporting directly to the President and is a member of the College Leadership Team. Responsible for the overall planning, directing, monitoring and coordinating college-based activity in human resources. Serves as a liaison with CCCS human resources and payroll offices. Supervises location compensation, employment and benefit functions and ensures accurate and timely processing. Serves as chief professional development, Affirmative Action, ADA Compliance, Title VI and VII Compliance Officer for the college.

Required Qualifications:
- A Master’s degree human resources, public administration or related field.
  - Experience performing the duties described above may substitute for the education requirement on a year-for-year basis.
- Four (4) years of experience in managing human resources functions including supervision.
- Direct experience in the areas of recruitment, selection, HRIS, compensation and benefits, employee relations, and training and development.

Preferred Qualifications:
- Professional certification from a recognized HR body, such as PHR, SPHR, or IPMA-CP or SCP.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:
- Knowledge of a variety of legal regulations which impact human resources areas.
- Knowledge of computer applications supportive of human resources activities in a multi-unit organization.
• Ability to develop and implement methods and procedures for improving and facilitating personnel processes as well as establish and maintain effective working relationships with the college community and general public.
• Verbal and written communication skills including the ability to present information to individuals and groups and to give and receive conceptual or emotionally charged information.

Description of Position
Human Resource Administration:
• Responsible for the integrity of the college human resources programs. Plan, develop, and implement timelines and procedures for college-wide human resources functions including benefits, job evaluations, performance evaluations and special employment agreements. Serves as the senior Human Resources advisor as a member of the college’s executive leadership team. In conjunction with HR Staff, manages/coordinates employment lifecycle process. Facilitates the search committee process. Consults with leadership team on strategic planning initiatives for the college.

Employee Relations/Risk Management:
• Monitor recruitment, selection, promotions, wage determinations and disciplinary activities for compliance with state and federal law, State Board policy, and college procedures. In this capacity, serves as co-ADA Coordinator for the institution. Serves as the college’s Affirmative Action and EO Officer. Acts as appointing authority for the college as required by the State of Colorado Personnel Board Rules. Consult with administrators and supervisors on alternative strategies and contingency planning whenever appropriate to avoid adverse employment actions. Advocates for employee’s needs/issues/concerns with college administration. Represent the college administration positions and expectations with employees. Conduct interventions/mediations when necessary. Facilitate employee-administration communication on a regular basis. Responsible, in coordination with Chief of Police to create/monitor/update emergency preparedness, crisis response, and safety management procedures for college personnel.

Campus Behavioral Intervention Team
• Participate as a core member of the campus BIT that promotes and maintains the safety and well-being of the campus community through positive, proactive, and practical risk assessment and intervention.

Compensation/Benefits Administration:
• Administer the college’s wage and salary plan. Design and implement an ongoing total rewards and compensation initiative. Integrate compensation plans with performance management systems. Oversee administration of college benefits program while ensuring legal compliance.

Employee Professional Development and Training:
• Administer the college’s professional development and training program for classified and exempted employees. Plans, designs and delivers training programs and services in response to needs identified by the senior leadership team. Aligns professional development of employees with organizational/institutional goals.

How to Apply:
Complete applications must be received by 11:59 p.m. Monday September 06, 2021. To apply for this position, click here to begin your application, including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).
4. Please provide a statement addressing the following three subjects: 1.) Your knowledge about Diversity, Equity, and Inclusion, 2.) Your track record in advancing Diversity, Equity, and Inclusion and, 3.) Your plans for advancing Diversity, Equity, and Inclusion.

Additional upload sections are available in the application to include optional attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

**Benefits:**

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#).

**The Assessment Process:**

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

**Transcripts Required:**
An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

**Necessary Special Requirements:**

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

**Important Notes:**

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ethnic origin, pregnancy status, veteran’s status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.