



Highline College (WA)

**Executive Director of Human Resources**

<b>SALARY</b>	\$130,000.00 - \$140,000.00 Annually	<b>LOCATION</b>	Highline College 2400 S 240th St Des Moines, WA
<b>JOB TYPE</b>	EXEMPT	<b>JOB NUMBER</b>	20240223-EDHR
<b>DIVISION</b>	HUMAN RESOURCES	<b>OPENING DATE</b>	04/02/2024
<b>CLOSING DATE</b>	Continuous		

**General Summary**

**Posting will be open until filled, priority screening for applications received by May 12, 2024.**

The Executive Director is responsible for the college-wide human resource program that maximizes the potential of present and future staff at the college. This position will develop and implement a human resources program consistent with campus goals, the campus strategic plan, and the needs of a diverse workforce. As a member of the Executive Cabinet, this position reports directly to the College President.

This position is responsible for all aspects of the human resources operations and businesses processes, including recruitment and selection, training, labor-management relations, collective bargaining, payroll and benefits, employee development and retention. The Executive Director leads efforts to acquire and sustain a diverse workforce, and strengthen the existing collaborative campus climate.

**Essential Tasks****Advise Campus Leadership**

- Advises senior and executive leaders regarding employee relations and workforce management issues;
- Leads and manages effective delivery of service-oriented human resources program to college staff, faculty, administrators, and supervisors;
- Provides executive level direction, guidance and policy formation for all employment and personnel operations of the college, and leads efforts to improve the department's effectiveness and efficiency;
- Advises college management, faculty, and staff on human resources issues and provides guidance and consultation as needed;
- Leads efforts to improve and strengthen processing of personnel, benefits and payroll information and develops applications of technology to business processes in human resources office;
- Partner with the Vice President of Equity, Diversity and Transformation to develop strategies and opportunities to recruit and retain a diverse workforce that is reflective of the global diversity of the student population;
- Coordinate with the Vice President of Academic Affairs when negotiating successor agreements and impact bargaining with the faculty union;
- Collaborates with internal and external partners (Financial Services Office, State Board of Community and Technical Colleges Information Technology Division, and Highline Information Technology Services) to insure integrity and accuracy of payroll and personnel information processes;

- Act as Pillar Lead for ctcLink (PeopleSoft) Human Capital Management operations.

### **Policy Development and Compliance**

- Develops and maintains any required affirmative action plan in compliance with existing federal law and college policy;
- Prepares reports as required by law;
- Serves as Deputy Title IX Coordinator;
- Assists with college sexual harassment program and provides staff training as necessary;
- Oversees the disability accommodation and leave management processes for employees;
- Administers employee relations programs including: bargaining, grievance processes, personnel policies and procedures, workers' compensation and unemployment benefits, and labor and industry processes and policies;
- Principal consultant responsible for conducting detailed analysis of all institutional positions. Analyze positions to develop and fill new positions, reclassify existing vacant positions prior to recruitment, or in response to written requests by incumbents, supervisors or appointing authorities;
- Serve as the on-site coordinator for all I-9 employment/immigration verification matters, draft and manage case initiation process and fact gathering for potential visa options;
- Oversees the maintenance of official college personnel and payroll records;
- Ensures compliance with all federal and state regulations relative to employment issues;
- Implements board and college policies to further strategic objectives of the college.

### **Human Resource Program Development and Department Staff Oversight**

- Supervises and evaluates professional Human Resources staff;
- Develops comprehensive training programs that create and maintain a skilled, committed workforce capable of providing the services and awareness of the compliance issues necessary for a high performing higher education institution;
- Supervises the administration of automated college personnel, payroll and benefits systems for full and part-time staff and faculty, and student employees;
- Develops a strong and effective recruitment and employment program ensuring diversity, quality staffing and employee retention;
- Reviews and improves the performance evaluation programs for exempt and classified staff;
- Manages the classification and compensation programs to assure that College faculty and staff are correctly and competitively compensated.

### **COMPETENCIES:**

- Comfortable working in a highly collaborative environment;
- Demonstrated ability to assume leadership and to work with faculty, staff, administrators and the public in assessing and interpreting personnel practices;
- Experience with automated management information systems;
- In depth knowledge of the contract negotiation process and collective bargaining;
- Demonstrated successful experience working with diverse populations;
- Understanding of personnel practices and of state (civil service) and federal laws relating to classified personnel, Title IX, and Affirmative Action;
- Demonstrated ability to work effectively with people and resolve grievances;
- Demonstrated ability to successfully manage employment, compensation, employee relations, training and development, payroll, and benefits functions.

### **Qualifications**

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in business administration, public administration, human resources management, organizational development or a related field; **AND**
- Five or more years of experience supervising or managing a human resources function in a private, governmental or a college environment. At least 3 of those years must include supervisory level managing multiple functions; **AND**
- Experience operating in a public sector union environment and conducting contract negotiations.

**DESIRABLE QUALIFICATIONS:**

- Master's Degree in a related field and/or certification by SHRM or HRCI;
- Human resources management experience in community or technical colleges in Washington State;
- Experience managing or supervising an operational work unit outside of Human Resources functional areas.

**Supplemental Information**

## Supplemental Information

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.

**THE COLLEGE**

Highline College prides itself on its commitment to diversity and equity, its institutional culture of collegiality and innovation, its globalization of curricula and its inclusion of the community in its programming. Founded in 1961, Highline College is situated in a diverse community just 15 minutes south of Seattle. The college annually serves more than 16,500 students — a student population of over 70% students of color, representing 35 nations and more than 100 languages. The college embraces equity, inclusion and social justice, with core goals of student attainment, diversity, community engagement and sustainability. The student body at Highline College is made up of Transfer students, Running Start students, Professional-Technical students, International students, Comprehensive Transition Program for students with intellectual disabilities, Adult Basic Education and English Language Learners. In addition, we offer six bachelor of applied science, four-year degrees.

**MISSION AND VISION**

As an essential part of our mission and vision, diversity, equity and inclusion are promoted and fostered in all aspects of college life.

**APPLICATION PROCEDURE**

Your online application must include the following to be considered complete:

1. A detailed resume that addresses the MINIMUM QUALIFICATIONS of the position;
2. A letter of application/cover letter (two-page maximum, recommended) that addresses your ability to meet the QUALIFICATIONS, and KNOWLEDGE, SKILLS AND ABILITIES for the position;
3. A one-page response to the Supplemental Question.

**CONDITIONS OF EMPLOYMENT:**

- National Criminal Background Check may be required.

**APPLICATIONS MUST BE FILED ONLINE AT:**

<https://www.governmentjobs.com/careers/highline>

**NEED APPLICATION HELP?**

Should you have any difficulties uploading your documents or navigating the application process, please contact NEOGOV Technical Support at 1-855-524- 5627, Monday - Friday 6:00 AM to 6:00PM Pacific Time.

**HIGHLINE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

Highline College is an equal opportunity employer. The College is committed to enhancing the diversity of our faculty and staff, as well as our student population. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations, and gender identity diversity. We strongly encourage applicants to apply without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legal protected status.

**REASONABLE ACCOMMODATIONS**

The College complies with the Americans with Disabilities Act. Applicants needing accommodations in the application process in an alternative format may contact the Human Resources office at (206) 592-3812. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

**TITLE IX POLICY**

Highline College complies with Title IX regulations. For details on our policies, see our website <https://humanresources.highline.edu/faculty-and-staff/policies/title-ix/>

The College appointing authorities reserve the right and may exercise the option to make an employment decision prior to the conclusion of the recruitment process.

**NON-DISCRIMINATION STATEMENT**

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

The Title IX Coordinator, Danielle Slota, can be reached at (206) 592-3600 or [DSlota@Highline.edu](mailto:DSlota@Highline.edu). 2400 S. 240th St. Des Moines, WA 98198. Building 12, President’s Office.

The 504 Coordinator, Jenni Sandler, can be reached at (206) 592-3474 or [JSandler@Highline.edu](mailto:JSandler@Highline.edu). 2400 S. 240th St. Des Moines, WA 98198. Building 25, 5th Floor.

The Chief Human Resources Officer, Steven Sloniker, can be reached at (206) 592-3320 or [SSloniker@Highline.edu](mailto:SSloniker@Highline.edu). 2400 S. 240th St. Des Moines, WA 98198. Building 12, Human Resources.

You can receive this information in an alternate format by contacting Access Services (206) 592-3857; TTY (206) 870-4853.

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**Agency**

Highline College (WA)

**Address**

MS 12-A P.O. Box 98000

Des Moines, Washington, 98198-9800

**Phone**

206-592-4065

**Website**

<https://www.governmentjobs.com/careers/highline>

## Executive Director of Human Resources Supplemental Questionnaire

### \*QUESTION 1

Instructions: The ideal Executive Director of Human Resources candidate will share Highline's commitment to improving the success of our racially, ethnically, linguistically, and socioeconomically diverse students, faculty, and staff and to closing equity gaps experienced by students from historically underserved groups. This includes but not limited to Black, Latine/a/o/x, Indigenous, Pacific Islander. The ideal candidate will describe actions taken to demonstrate this commitment. Please limit your response to a maximum of two pages equivalent (500 words). Please include your response as a separate attachment. (note: responses of "see resume" or similar, or "N/A" may disqualify applicants). Prompt: Describe the education, training, and/or professional and/or lived experience you have had to date developing inclusive human resources practices and please include description of your union negotiation experience through an equity lens. If you are applying from an industry other than education, describe your experiences within your industry. Include descriptions of how you have used your position and/or privilege to create opportunities for people of diverse social identities (race, gender, gender identity, sexual orientation, class, ability status, etc.) and/or engaged in identifying barriers that led to implementing innovative solutions to removing these barriers for underserved populations. Include your understanding of systems of oppression and how they impact hiring, recruiting, and retaining employees from historically oppressed groups as well and your own anti-racist journey. Examples: Examples may include creating programs specifically targeted to center the experiences of underserved populations, changing institutional policies, understanding your own privileges, and describing your anti-racist journey. Describe how you assessed the effectiveness of your actions and used the results of those assessments to improve your practice, and/or how this directly impacted the success of underserved populations. Please check Yes that this will be submitted with your application.

Yes

No

### \*QUESTION 2

Do you have a minimum Bachelor's Degree in business administration, public administration, human resources management, organizational development or a related field; AND Five or more years of experience supervising or managing a human resources function in a private, governmental or a college environment. At least 3 of those years must include supervisory level leadership, managing multiple functions?

Yes

No

### \*QUESTION 3

Do you have experience operating in a public sector union environment and conducting contract negotiations?

Yes

No

### \*QUESTION 4

I understand that to be consider for this position my application must be complete. Your online application must include the following to be considered complete: 1. A detailed resume that addresses the MINIMUM QUALIFICATIONS of the position; 2. A letter of application/cover letter (two-page maximum, recommended) that addresses your ability to meet the QUALIFICATIONS, and KNOWLEDGE, SKILLS AND ABILITIES for the position; 3. A one-page response to the Supplemental Question.

Yes

No

\* Required Question