

## Associate Vice President for Human Resources

Olympic College is dedicated to the enrichment of our diverse communities through quality education and support to assist students to achieve their educational goals. Olympic College is a public two-year community college that educates more than 13,000 students a year. Founded in 1946, the college has three campuses in Bremerton, Poulsbo, and Shelton and serves a population of 280,000 residents living in Kitsap and Mason Counties. The Olympic College Foundation supports these efforts by providing resources for the College and its students to ensure that students excel and turn their educational dreams into reality! The College is located in the beautiful Pacific Northwest, on the Olympic Peninsula in Bremerton Washington.

### About the position

Olympic College is seeking a visionary administrator with a record of strong leadership and accomplishments to serve as its next Associate Vice President for Human Resources. This person must possess a strategic focus as well as an operational, implementation, and a detail-oriented perspective.

This is an executive level position reporting directly to the president and serves on the President's Executive Team/Cabinet.

### Core Competencies

**Supervision and Administrative Leadership:** Oversees planning, implementation and assessment of primary HR functions including strategic planning, employee and labor relations, recruitment, talent acquisition, and hiring processes, contract and employment functions (including compensation, benefits, performance, and retention), and training programs. Supervises the HR team. Ensures compliance with federal, state and local laws including the ADA, FMLA, FLSA, Title IX, Title VII, WLAD, WA Family Care Act, FLA, etc. Monitors legislative cycles to ensure the College is poised for implementation of employment related legislative changes. Collaborates with college leadership in a continuous cycle of planning, implementing, and assessing of strategic outcomes consistent with the mission and vision. Encourages the use of evidence-based information to support decision-making process. Drafts policies and procedures for discussion and review. Leads committees to accomplish projects and prepare recommendations.

**Organizational Leadership:** Monitors the workplace environment for employees college-wide through personal contact with employees and coaching of supervisors. Responsible for institutional initiatives focused on hiring and retaining a diverse workforce that is committed to, and skilled at fostering equitable and inclusive College working and learning environments. Keeps executive leadership informed of significant issues. Provides training on substantive issues and processes to supervisors and employee groups. Counsels managers and employees on effective ways to address and resolve employment-related issues. Works with managers to

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develop their leadership skills through one-on-one coaching and formal training courses. Works closely with leaders of two unions to maintain positive working relationships. Understands the roles of both labor and management and supports positive resolution of employee and union concerns related to collective bargaining agreements and working conditions. Coordinates college response to union information requests, grievances, demands to bargain, unfair labor practices. Supports effective negotiation on behalf of management and the Board of Trustees. Oversees disciplinary processes in a manner that is fair and reasonable. Conducts investigations as needed.

**Budget & Fiscal Management:** Effectively advocates for budget initiatives that enhance the delivery of human resources and payroll services to all employees. Collaborates as a Budget Team member in advancing priorities that supports the district mission and outcomes.

## Qualifications Skills and Attributes

### Minimum

Bachelor's degree in Human Resources, Business, or related field from an accredited college or university required.

Five (5) years senior level management and supervisory experience in Human Resources with expertise in employee/labor relations, classification/compensation, benefits, policy development, legal compliance, and employee professional development.

Supervisory and management experience including budget development and fiscal management.

### Preferred

Master's degree in Human Resources, Business, or related field from an accredited college or university.

Juris Doctorate (JD) or Professional Human Resource (PHR) or Senior Professional in Human Resources (SPHR) certification desired.

Experience in education or complex public or private organizations.

For more information and to apply please visit: <https://www.schooljobs.com/careers/olympic>

## We look forward to hearing from you!

*Olympic College is an Equal Opportunity Employer and Educator*