

Senior Director, Human Resources - FT

Posting Details

Position Information

Position Title	Senior Director, Human Resources - FT
Department	Human Resources Staff
Location	Lincoln
Job Category	Administration
Job Type	FT
Posting Number	02061
Position End Date	

Position Summary Information

General Description of Position	<p>Under the direction and supervision of the Associate Vice President, Human Resources, the Senior Director, Human Resources, assists in the management and oversight of the human resources functions of the College, including recruitment, employee relations/retention/investigations, compensation/benefits, training/development, local/state/federal labor law compliance, performance management, records maintenance, and data management and reporting. The position supervises assigned Human Resources and Professional Development staff and is responsible for developing reports and analyzing data to support the human resources functions of the College.</p> <p>This full-time regular position works closely with the Associate Vice President of Human Resources and other College Administrators to support and advance the College's strategic plan.</p>
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Essential Functions

POLICY, CLASSIFICATION, AND COMPENSATION

1. Conducts research, surveys, and analysis, and makes recommendations in the area of compensation, benefits, recruitment, and other Human Resources practices.
2. Prepares recommendations, regular reports, and analyses for the Associate Vice President of Human Resources and College Administration.
3. Works collaboratively with the Institutional Research division for annual and periodic salary, benefit, and compensation surveys for classifications and positions.
4. Develops reports and recommendations related to benefits and compensation.
5. Works closely with Community College Peers and local governmental entities relating to salary and benefit trends and changes.
6. Utilizes technology and software to research, compile, and analyze data.
7. Maintain, review, process, and develop a variety of extremely confidential and sensitive information/data in a secure, professional, and trustworthy manner.
8. Direct the review of existing policies and procedures, and are responsible for drafting new policies, processes, forms, handbooks, and/or procedures.
9. Manage the College's maintenance of Personnel Files in accordance with all established standards and requirements.
10. Assist in the review of job functions and work areas in order to provide assistance, analysis, and recommendations concerning requests for Reasonable Accommodations, ADA requests, FMLA, e.g.

11. Develop, explore, create, and provide a variety of reports, informational summaries, and analyses as requested by the Associate Vice President for Human Resources.

RECRUITMENT AND EMPLOYMENT

1. Oversee, monitor, and provide general direction of the recruitment and hiring processes.
2. Oversee and monitor the process for recruitment and onboarding of new employees. Ensure the recruitment processes and procedures are effective to hire the most competitive, qualified, and diverse workforce. Review vendors, contracts, and agreements, assure compliance with the budget, and recommend vendor and budget changes.
3. Ensure College Policies, procedures, and practices are in compliance with regulatory agencies (local, federal, accreditation bodies, e.g.)
4. Meet regularly with division leadership to project and determine future staffing needs, including accurate position descriptions, identification of recruitment targets, selection, utilization, and analysis of advertising resources.
5. Responsible for the oversight of the College employee professional development and training programs, such as new employee orientation, professional development training, and employee performance evaluations. Oversee the employee evaluation processes. Research and implement procedure improvements and the use of technology in College evaluation practices, employee development, and training.
6. Develop and revise job descriptions and classes, and prepare recommendations for the classification and reclassification of positions and classes in compliance with FLSA standards.

SUPERVISORY, COMPLIANCE & ADMINISTRATION

1. Manage, complete, or direct special projects related to College Administration, operations, and policy/procedures as directed by the Associate Vice President for Human Resources, with projects, technical assistance, and other related Human Resources functions.
2. Ensure College Policies, procedures, and practices are in compliance with regulatory agencies (local, federal, accreditation bodies, e.g.)
3. Coordinate, conduct, and assist in reviewing concerns and/or complaints from employees.
4. Serve as a key partner with the Office of Institutional Compliance, Title IX, EEO, and Legal Counsel on investigations, audits, and required reporting.
5. As necessary, participate in and/or lead meetings with employees relating to performance improvement or employment separation.
6. Monitor regulatory and legal developments affecting employment practices and recommend proactive policy or procedural changes.
7. Develop and oversee systems to ensure documentation, audit readiness, and timely reporting of HR compliance matters.
8. Research and implement best practices related to policy and procedures to ensure the College is competitive and in compliance with all human resource-related regulatory agency standards.
9. Research, identify, and make recommendations for process improvement, effective and efficient use of technology/data management, and implement as adopted by the College.
10. Assist in the development and adherence to an established budget by monitoring expenditures and approved budget allocation, assuring transparency in all financial, purchasing, and budget transactions; adherence to College budget and purchasing policies, best fiscal practices, etc.
11. Conducts regular reviews of the budget on an ongoing basis and provides reports/updates to the Associate Vice President of Human Resources at least quarterly.
12. Notify the supervisor of changes, unique requests, or other notable budgetary issues, concerns, or requests.
13. Actively participate and serve in the professional labor negotiation process, research and reporting on behalf of the College, attending negotiation meetings, conducting surveys, maintaining documentation, and monitoring labor agreements.

14. Complete detailed drafts of the annual HR budget for the Human Resources division for review and consideration by the Associate Vice President of Human Resources by conducting a thorough review, analysis, and projection of the budget.

EMPLOYEE ENGAGEMENT AND RETENTION

1. Lead initiatives to strengthen employee engagement, including the development and administration of employee climate surveys and analysis of results.
2. Recommend and implement retention strategies, including recognition programs, employee feedback mechanisms, and career pathway development.
3. Provide oversight for conflict resolution and workplace mediation processes to address employee concerns and improve working relationships.
4. Partner with supervisors and leadership to create strategies that support employee well-being, morale, and long-term commitment to the College.

Promote a Culture of Belonging

Support and promote an environment of belonging where all students, faculty members, and college employees feel welcomed, valued, and empowered to contribute. Foster a community where each individual and their varied perspectives enrich the educational experience and create a safe and respectful environment. Support the College's policies and programming related to access, fair employment, and equal opportunities for all.

Marginal Functions

1. Assist with special projects such as the All College Conference, Benefits Fair, training, onboarding, policy review/development, and New Employment Orientation as directed.
2. Perform other related duties within the division/program as assigned.
3. May be required to perform associated duties, functions, or assignments in other divisions/programs/areas as required.
4. Perform other College functions and duties as assigned.
5. Must be able to work varied days, hours, shifts, locations, and campuses as required. Work schedules (hours/days/work location) are scheduled by Southeast Community College based on the needs of the College. Work hours, shifts, days, and work locations may vary depending on the needs of Southeast Community College and are subject to modification. Emergency or scheduled special activities may require hours outside of the regular workweek.

Required Knowledge, Skills and Abilities

1. Knowledge of Human Resources and best practices, office procedures, and personnel/payroll transaction processing techniques. Ability to learn to interpret, apply, and explain rules, regulations, policies, and procedures, and apply them in a variety of procedural situations.
2. Considerable knowledge of classification and compensation systems, procedures, class/comp surveys, and best practices.
3. Ability to understand, analyze, interpret, and research human resources and College policies, Human Resources regulations and requirements, Federal and State laws, regulations, and guidelines pertaining to employment, classification, and compensation, legal opinions and recommendations, and technical information. Ability to formulate and develop recommendations, make decisions, and determinations using analysis of data and information and logic in order to assure compliance with all rules, laws, regulations, and policies.
4. Ability to operate a variety of software and technology, including the College's Human Resources Information system.
5. Knowledge of Human Resources and College policies and procedures, and best Human Resources practices and techniques. General knowledge of the laws/regulations pertaining to Human Resources and employment.
6. Knowledge of, and experience with, Labor Relations/Negotiation processes, practices, laws, and statutes.
7. Ability to communicate at all times effectively in a positive, respectful, courteous, and professional manner and maintain professionalism, patience, and understanding in stressful situations. This includes the skill, tact, and ability to use oral and written business communications and business etiquette.
8. Ability to consistently maintain a positive, supportive, and collaborative work style to support the goals, efforts, and decisions of the Human Resources division, Administration, and College.
9. Ability to maintain strict confidentiality and adhere to policies of confidentiality.

10. Ability to handle multiple tasks, changing priorities, and work in an environment with critical demands to meet deadlines, perform work with a high level of accuracy, and pay keen attention to detail.
11. Ability to work independently, accurately, and prioritize multiple projects with time-sensitive deadlines and follow up as needed, and to work efficiently and effectively with limited supervision in a team-oriented environment.
12. Ability to operate Human Resources software and business software such as MS Office, Word, Excel, PowerPoint, and Outlook.
13. Ability to maintain a fair and impartial approach, and work and communicate with a diverse group of students, staff, and the public.
14. Ability to perform work with a high degree of accuracy and attention to detail, and strictly adhere to best business HR practices relating to the recruiting, interviewing, and selection of candidates with a focus on inclusiveness.
15. Ability to effectively manage, direct, supervise, monitor, select, and evaluate the work of assigned staff.
16. Must be able to safely move items weighing ten (10) pounds from floor level to 36" high, and possess mobility within the Human Resources Office and campus. Ability to perform repetitive motions such as movement of wrists, hands, and fingers. Perform physical tasks such as opening, pulling, pushing, reaching, carrying, collating, filing, and inserting.
17. Develop a working knowledge of and competency with statistics and research methods used in Human Resources Management, and apply wage and salary determination principles and techniques, and the ability to create comprehensive, understandable, professional, and legally appropriate reports and correspondence.
18. The individual must possess the skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Minimum Qualifications

1. Bachelor's degree in Human Resources, Pre-Law/Legal Studies, Business, Management, Public Administration, Industrial/Organizational Psychology, Industrial/Labor Relations, or Communications, or a directly related qualifying field of study.
2. Three (3) years (FTE) of progressively responsible professional-level work experience* in a Human Resources, Legal/Employment law, work environment which reflects direct work experience with human resources functions such as: employment, compensation, benefits, classification, employee relations, and/or other human resources work experience.

*A Master's degree or post-secondary education beyond a Bachelor's degree in the fields of Human Resources, Law/Legal Studies, Business, Management, Public Administration, Industrial/Organizational Psychology, Industrial/Labor Relations, or Communications may substitute for up to one (1) year of required work experience on a year-for-year basis.

Desired Qualifications

1. Professional-level work experience in a Human Resources capacity (beyond the minimum required work experience).
2. Work experience in the areas of compensation and/or classification.
3. Work experience in hiring, employment, and advertising related to Human Resources functions.
4. Bachelor's or Master's degree in Human Resources, Human Resources Management preferred, or Industrial/Organizational Psychology, or Juris Doctorate degree with Labor Law/HR emphasis.
5. Previous supervisory or managerial work experience.
6. Experience with Human Resources software programs (i.e., People Admin, NEO-Gov, PeopleSoft, etc.).

Salary

\$67,047 per year

Benefits

SCC BEN Dollars – Eligible Employees: Full-time status. Regular employees with an FTE of 0.75 or greater will be eligible for SCC Ben Dollars. All employees will be required to elect a health insurance option. If the cost of insurance coverage selected by an employee exceeds the SCC Ben Dollars available, all additional costs will be withheld from the employee's paycheck. Any SCC Ben Dollars that the employee does not elect

Schedule

to use for the purchase of dependent health and dental insurance will be paid to the employee in cash at \$0.93 per \$1.00 benefit dollar. All amounts paid are subject to withholding for income and employment taxes, but not subject to the College's contribution toward the Retirement Savings Plan – Group Retirement Account (GRA). Normal working hours for this full-time regular position are scheduled between 7:00 a.m. and 5:00 p.m., Monday through Friday, requiring a minimum of a 40-hour work week, based on a 260-day work calendar. Scheduled special activities, emergencies, or temporary schedule changes may require hours outside of the regular workday or workweek. Ability to travel in the SCC service region and work at various locations is required.

Posting Detail Information

Please be advised that Southeast Community College will require a Criminal History Background Check prior to final offer.

Open Date	10/02/2025
Close Date	10/16/2025
Open Until Filled	No
Special Instructions to Applicants	If accommodation or assistance is needed to complete this application, contact Human Resources at 402-437-2553.
Quick Link	https://southeast.peopleadmin.com/postings/11725

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you authorized to work in the United States on an unrestricted basis?
 - o Yes
 - o No
2. * Employment Offers are conditional upon successfully completing all Criminal Background Checks, reference verification, current/previous employment verification, and transcript verification (where appropriate). Do you agree to these conditions?
 - o Yes
 - o No
3. * Are you a current or former SCC employee or student?
 - o Yes
 - o No
4. * Where did you see this posting? Which newspaper, website, College site or from a friend?

(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

Optional Documents

1. Recommendation Letter
2. Other Document
3. Other Document 2