Vice Chancellor for Human Resources Management

Job Title: Vice Chancellor for Human Resources Management  
Job ID: 20877  
Location: Central Office  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

POSITION DETAILS
The City University of New York (CUNY) is the nation's leading urban public university. It serves 540,000 students - more than 271,000-degree bearing students and nearly 270,000 in adult, continuing, and professional education employing over 46,000 staff at 25 institutions in New York City.

Reporting to the Chancellor through the Executive Vice Chancellor/Chief Operating Officer, the Vice Chancellor for Human Resources is the University system's senior administrator for Human Resources. In consultation with a broad range of University constituencies, the Vice Chancellor is responsible for developing and administering policies and standards that guide the University's Human Resources functions.

The Vice Chancellor serves as the Chancellor's delegate representing Human Resources related matters. Responsibilities include strengthening and implementing policies that enhance the City University's commitment to equal opportunity and a diverse workforce for its faculty and staff. The successful candidate is expected to work collaboratively and serve as a resource to the University presidents in developing, implementing and overseeing University-wide Human Resources policies and procedures, including collective bargaining agreements. The Vice Chancellor plays a key role in the ongoing re-engineering and automation efforts across all HR operational functions, including time and leave, payroll and benefits administration, and performance management. This role oversees the work of streamlining processes with the goal of cost savings and elimination of errors.

The Vice Chancellor for Human Resources oversees a staff of over 100 centralized employees with a departmental budget of approximately 10 million. This position is a member of the Chancellor's Cabinet, serves as a trustee of the PSC-CUNY Welfare Fund, serves as staff to the Board of Trustees' Committee on Faculty, Staff, and Administration and the Council of Presidents' committee of the same name, and various University administrative councils.

The Vice Chancellor is the Chief Human Resources Administrator for the University and provides sound advice on utilizing current workforce and recruiting/retaining talent with attention to CUNY policies and procedures. This role will serve as the primary liaison to external agencies and vendors. While performing all responsibilities, the Vice Chancellor actively fosters a climate of diversity, inclusiveness, professionalism and civility towards CUNY’s entire population.

Principal responsibilities include, but are not limited to, the following:
• As a change agent, promote continuous improvement, leading efforts in developing initiatives to reform and streamline current business processes and create efficient workflows as well as evaluate and update policies, procedures and practices.

• Develop policies, procedures, and practices to address and support CUNY’s future growth and changing workforce.

• Direct functional areas of Human Resources Operations, University Benefits, Payroll, Recruitment and Diversity, Project Management, Professional Development and Learning Management, Campus Advisory Services and Shared Services to provide high quality support and services to the University.

• Provide consultative guidance on HR policies and procedures supporting the college based HR professionals, administrators, faculty and staff.

• Provide oversight and management of Executive Compensation Plan.

• Lead professional development and performance assessment programs.

QUALIFICATIONS
Bachelor's degree and eight years' relevant experience in administering and leading Human Resources functions required.

OTHER QUALIFICATIONS
• A record of significant achievement in managing human resources in a complex organization, with substantial experience in and knowledge of collective bargaining, payroll operations, health and welfare benefits, classification and compensation and EEO/affirmative action regulations.

• Executive skills and expertise to manage the human resources portfolio with efficacy, strategic vision and intellectual vitality.

• Demonstrated commitment to equal employment opportunity, affirmative action, and diversity.

• Experience working effectively and collegially within a large, complex university system and negotiating with a wide range of constituencies within an environment of shared governance.

• Substantial experience managing and motivating a large staff in a complex department.

• Detail oriented and accurate with sound critical analysis and decision-making skills.

• Ability to analyze technical and detailed reports and executive summaries.

• Strong project management skills to establish work plans, set deadlines, manage conflicting priorities and ambiguous situations, and lead teams to successful project completion.

• Strong work ethic and personal integrity to work with the utmost professionalism, confidentiality and tact.

• Excellent interpersonal communication skills, including strong negotiation, group facilitation, and consensus building skills to collaborate with and influence others, navigate complex agency frameworks, and work effectively with diverse internal and external constituencies of various organizational levels.
• Ability to prioritize, manage and fulfill multiple responsibilities in a time-sensitive manner.

• Demonstrated leadership and managerial skills, with ability to lead and manage teams, and use strategic and tactical judgment to make decisions.

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans*, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

*City of New York employees, and employees of Participating Employers, hired on or after July 1, 2019, and their eligible dependents, will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan, and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, the employee will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365 day period. If a new health plan is selected, the new plan will be effective on the 366th day.

An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting an Opt-Out Request Form to EmblemHealth. An employee, or eligible dependent, must meet certain criteria and the request must be approved by EmblemHealth before the exemption is granted. The Opt-Out Request Form is available on the EmblemHealth website.

HOW TO APPLY
For full consideration, submit a cover letter and resume online via CUNY’s web-based job system addressing how your experience and credentials fulfill the responsibilities and qualifications outlined.

The direct link to the job opening from external sources is:

https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=20877&SiteId=1&PostingSeq=1

CLOSING DATE
Open until filled with review of resumes to begin immediately.

JOB SEARCH CATEGORY
CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.