



Wheeling Campus



INVITES APPLICATIONS & NOMINATIONS FOR  
**DIRECTOR OF HUMAN RESOURCES  
AND DEVELOPMENT**

## DIRECTOR OF HUMAN RESOURCES AND DEVELOPMENT



**West Virginia Northern Community College**, a tri-campus, comprehensive public, two-year college, seeks an experienced human resources officer to serve as **Director of Human Resources and Development**. This full-time position reports to the President.

### The Opportunity

The Director of Human Resources and Development is the administrator of WVNCC's employment services. These functions include employment approval and processing, benefits, payroll, record management, training, classification, compensation, policy administration, grievances, and other related functions. There are three staff members who report to the Director.

A member of the President's Cabinet, the Director is responsible for overseeing executive-level leadership and College-wide visioning for planning, analyzing, and evaluating the College's human capital and the needs of its human capital. In addition to advising the President on personnel matters, the officer has a leadership role in the strategic planning and development of institutional resources to support the College's vision, mission, and strategic goals.

The Director serves as the College's Equal Employment Opportunity Officer, Title IX Coordinator, ADA/504 Compliance Officer, Employee ADA Coordinator, and FOIA Officer.

### Essential Functions

- Is responsible for the development and maintenance of the personnel services budget and all personnel services budget management.

- Acts as the classification and compensation analyst and conducts and participates in salary surveys.
- Oversees the personnel services budget and Human Resource budgets each year, ensuring that they are consistent with College goals and applicable laws and approving all employment additions, deletions, and changes.
- Serves as a member of the Budget Planning Committee.
- Develops, implements, and administers comprehensive policies, rules, and procedures necessary to monitor and maintain the Human Resource functions and employee rights and responsibilities of the College in compliance with local, state, and federal laws, regulations, and statutes.
- Is responsible for leadership in obtaining human capital while ensuring federal and state laws and regulations are followed.
- Assists the College in positioning itself in the proper level of human capital to meet future opportunities and challenges.
- Represents the College's interest in various internal and external constituent groups.
- Is responsible for the leadership and supervision of the Human Resource Office personnel, including payroll.
- Provides administrative direction in an effective manner.
- Evaluates various projects, services, activities, and staff to ensure that goals and objectives are being met and maintained to the highest level.
- Provides guidance to administrators and supervisors in regard to employee relations.
- Provides an open door for employees to communicate concerns and complaints.
- Provides employee grievance counseling and coordination and serves as the primary liaison with state agencies and the Central Office regarding grievances and other legal matters.
- Arranges for grievance conferences and hearings and assists with grievance process, preparing material for and testifying in grievance hearings and ensuring all applicable policies and procedures are enforced by the College.
- Administers the employee leave system.



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- Administers the performance review process to ensure compliance and consistency of policy among supervisors.
- Administers all aspects of the College's payroll and benefits and oversees and approves employee benefit selections and provides guidance to employees regarding compensation and benefit package.
- Is responsible for all BRIM and Workers' Compensation claim submissions and serves as the main contact person in claim processing.
- Plans, organizes, and arranges for employee events, such as recognition events.
- Conducts and/or coordinates employee professional development and training programs related to areas of personnel that directly impact the College's workforce.
- Serves as an ex-officio member of the Faculty Merit Committee, Faculty Promotion Committee, and Budget Committee.
- Serves as a member of the Executive Safety Committee and works with the Safety Committee and the Campus Liaison Officer to implement policy and procedures designed to secure all campuses.
- Provides recommendations to the President on safety and security issues.
- Attends various College-sponsored and community functions as an official representative of the College.
- Performs all other duties as assigned at the will and pleasure of the President.

### Requirements

Candidate must have a master's degree in Human Resources or related field, such as social sciences, business, etc., from an accredited college or university. At least four years of professional-level HR experience is required. SHRM-SCP certification is preferred.

### Required Skills and Abilities

- Knowledge of recruitment and employment documentation principles, procedures, and requirements
- Ability to supervise and direct employees

- Ability to organize work
- Ability to professionally and tactfully deal with a variety of individuals and demonstrate broad HR knowledge
- Ability to maintain effective working relationships with all employees.
- Ability to explain technical information in a clear manner
- Ability to work independently
- Proficiency with a PC, mobile computing, internet searches and computer applications and software
- Ability to analyze and solve problems requiring independent judgment
- Excellent written and oral communication skills
- Knowledge of Federal and State personnel laws

### The College

West Virginia Northern Community College (Northern) enrolls 1,369 students across its three campuses in Wheeling, Weirton, and New Martinsville. Students are primarily from West Virginia, with 12 percent of those attending being from out of state.



Daniel Mosser, Ph.D., became the College's 8th president in September 2019. A Western Pennsylvania native, Dr. Mosser brought more than three decades of leadership experience in higher education and workforce training to Northern, including over 18 years as a senior executive in community colleges.

With its open-door enrollment policy, Northern admits all adults desiring postsecondary education. Northern has a robust dual enrollment program with partnerships with all high schools in the Northern Panhandle, including the West Virginia EDGE (Earn a Degree-Graduate Early), where career-technical students in selected programs earn college credit for technical courses. Currently, high school students account for 28 percent of the institution's total enrollment.

The College has 87 full- and 17 part-time staff members and 51 full-time faculty and 48 adjuncts. Faculty members bring both



### MISSION STATEMENT

West Virginia Northern Community College's mission is to educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.

knowledge and experience to their classrooms, as well as a strong commitment to student success.

As a comprehensive community college, Northern provides 71 programs and courses in applied technologies, business career studies, computer information technology, culinary arts, education, healthcare professions, human services, criminal justice, and liberal arts. Workforce development is a key part of the mission and includes dozens of continuing education offerings. The College awards the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree and offers nearly 20 specialized two-plus-two transfer programs with numerous four-year institutions. Online education courses continue to expand.

Visit the College's website at [www.wvncc.edu](http://www.wvncc.edu).

### Wheeling, West Virginia

Serving all three campuses, Northern's administration offices are located in the B&O Building, originally the passenger terminal of the Baltimore and Ohio Railroad, on the central campus in the City of Wheeling. Known as "the friendly city," Wheeling and the surrounding area has a rich and unique heritage. The city has a population of 28,500, while the metro area has more than 145,000 residents.

Whether it's dining, shopping, or exploring, Wheeling offers a treasure of one-of-a-kind experiences. The city combines a wonderful mixture of small town characteristics and



New Martinsville Campus

major market quality of life. Along with a low cost of living, Wheeling boasts outstanding cultural attractions, a variety of entertainment venues, and ever-growing employment opportunities. Private and public schools are available.

The city is located on the Ohio River, between Ohio and Pennsylvania, in West Virginia's Northern Panhandle. The scenic riverfront location, proximity to mountains, festivals, parks and playgrounds, century-spanning historical sites, and award-winning events solidify the city as a great place to work, live, and play.

If seeking a more urban outing, Wheeling is less than an hour from Pittsburgh, Penn., and the city's international airport and two hours from Columbus, Ohio.

### Application and Nomination Process

Confidential inquiries are welcome, and nominations are invited.

#### Application packet must include:

- a) Letter of interest addressing the qualifications listed
- b) Current resume
- c) At least five current references with full contact information, including phone numbers and e-mail addresses (References will not be contacted without applicant's consent.)

Submit application packet to [WVNCC-HR@myersmcrac.com](mailto:WVNCC-HR@myersmcrac.com) (preferably as PDFs) by **June 5, 2020**, for best consideration. Applications will be accepted until the position is filled.

Submit nominations to [WVNCC-HR-Nominate@myersmcrac.com](mailto:WVNCC-HR-Nominate@myersmcrac.com) with complete contact information and e-mail address for the individual being nominated.

**Kenny Daugherty**, President of **Myers McRae Executive Search and Consulting**, is assisting with this search.



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*West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status, or national origin in its employment policies and/or educational programs or activities, including admissions to such.*