

Human Resource Director

Colorado Department of Higher Education

POSTING DATE: March 18, 2024

CLOSING DATE: Open Until Filled

COMPENSATION: \$76,000-\$85,900/Annually

JOB TYPE: Full-Time

FLSA STATUS: Exempt

DEPARTMENT INFORMATION:

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocated for the students and institutions of postsecondary education and will coordinate and as needed, regulate the activities of the state's postsecondary education institutions.

DESCRIPTION OF JOB:

Manages the day-to-day operations of the Human Resource office for the Department of Higher Education. Manages the administration of the human resource policies, procedures, and programs. Provides guidance and support to leadership regarding employment matters, and laws and regulations pertaining to the human resource functions of the department. Conducts all human resource functions.

Essential Duties & Responsibilities

- Oversees and implements Human Resource programs. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Oversees the Human Resource policies, programs, and practices to keep management informed of new developments.
- Ensures compliance with all local, state, federal laws as well as executive orders, statutes, and state constitution as it applies to the human resources functions. Works with the Department of Personnel Administration and Department of Human Resources as required.
- Prepares the information requested or required for compliance with laws. Serves as the primary contact with the Office of the State Attorney General employment torte division and with other government agencies. For example, responding to Civil Rights charges with the Colorado Civil Rights Division.

- Protects the interests of the employees and the organization in accordance with company Human Resource policies and governmental laws and regulations.
- Benefit administration for all benefit plans. These include the medical, dental, Flexible Spending Account, vision, life, and disability plans through SBCCOE (State Board of Community College and Occupational Education)
 - This includes processing all enrollments, changes, and terminations with the insurance carriers (Anthem, Kaiser, Delta Dental, Vision Service Plan and Alerus)
 - Ensure COBRA notices are sent for terminating employees.
 - Update and maintain employee spread sheet on current employee benefit selections.
 - Reconciliation of the monthly billing for each carrier.
 - Prepare and distribute ACA 1095 benefit statements to employees and IRS.
- HRIS system administration utilizing the Central Personnel Payroll System (CPPS)
 - Enters new hires into CPPS.
 - Processes and input changes to employee records which include, pay, job changes, and transfers.
 - Process and input terminations of employees to stop active pay status.
 - Pulls data required for multiple reporting purposes from HRDW (Human Resource Data Warehouse) part of CPPS as uses it to create internal reports in Excel.
- Prepares job announcements and posts on the State career site and Department site.
- Collects and disseminates all application materials for open positions to hiring managers.
- Prepares offer letters and requests background screens for selected candidates.
- On-Boarding of new hires
 - Prepares all onboarding materials.
 - Meet with and guide employees through completion of all new hire materials.
 - Forms (Personal Information, W-4, Direct Deposit, Conflict of Interest, Non-Disclosure, Form I-9 for Homeland Security, EEO Self-Identification Form for Equal Employment Opportunity reporting.
 - Benefit and PERA enrollment.
- Prepare and maintain all employee personnel files.
- Process any Worker's compensation claims with State risk department utilizing the Broadspire systems.
- Respond to all Unemployment claims with the States third party administrator Employer's Edge.
 - Provide all supporting documentation and work with supervisor to prepare response.
 - Attend unemployment hearings as necessary.
- Leave Administration
 - Record employee sick and annual leave, Utilizing an Access Database and Xcel spreadsheets.
 - Prepare Family Medical Leave notifications to employees as needed.
 - Monitor all FMLI leave approved by CDLE FMLI Division.
 - Work with employees to utilize leave provided by the Department to facilitate make whole pay based on what the employee receives from FMLI.
 - Correspond with FMLI Division to manage each claim appropriately.
 - Utilizing Xcel Spreadsheets track all employee leave used and available.
 - Family Medical Leave Act

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- Performance management program
 - Work with management and employees to complete annual employee evaluations.
 - Counsel and advise management on performance issues and assist with creating performance improvement plans.

REQUIRED QUALIFICATIONS:

Education:

- Minimum of a Bachelor's degree or equivalent in Human Resources or Business Administration
- Additional work experience in human resources beyond what is listed below may be substituted on a year-for-year basis for the required formal education.

AND

Experience:

- Experience in the administration of benefits and compensation programs and other human resource programs.
- Five plus years of progressive leadership experience in Human Resource positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, worker's compensation, benefit administration, leave administration.

Competencies:

- Broad knowledge and experience in employment law, compensation, employee relations, safety, and training and development.
- Above average oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Excellent computer skills in a Microsoft Windows environment, including Excel and database management and recordkeeping.
- General knowledge of various employment laws and practices.
- Evidence of the practices of a high level of confidentiality
- Excellent Organizational skills.
- Active affiliation with appropriate Human Resource networks and organizations.
- Cognitive Abilities - Able to understand complex cognitive issues.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately, and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5. Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. A conflict of interest includes supplemental

employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.