ASSOCIATE DEPUTY DIRECTOR FOR HUMAN RESOURCES: The Associate Deputy Director for Human Resources reports to the Chief of Staff and has the following responsibilities:

1. Performance - Regular Assignments:
   a. Lead and administer human resource programs including, but not limited to, salary administration, benefit programs, FMLA and disability management, worker’s compensation, performance management, new employee onboarding, and departing employee offboarding.
   b. Oversee the development of the board’s recruitment, hiring, and promotion strategy, with an emphasis on diversity, equity, and inclusion; lead all hiring and promotion activities.
   c. Serve as the Board’s Designated Employee Representative (DER) to the State University Civil Service System and perform associated duties including, but not limited to, employment testing, registry management, position classification administration, reporting, and audit liaison.
   d. Counsel ICCB staff on human resource policies and rules; ensure employees follow all policies and procedures; recommend courses of action or identify and resolve problems based on employee and board needs.
   e. Lead various HR processes needed to ensure the completeness and accuracy of employment documentation and employee personnel files.
   f. Coordinate with relevant State agencies in the development and implementation of a statewide human capital management system; maintain employee data in Success Factors and process employment transactions, as appropriate.
   g. Monitor and ensure compliance with federal and state employment laws and regulations.
   h. In collaboration with supervisors, edit, draft, and review the board’s job descriptions; ensure job descriptions are current and accurate.
   i. Partner with Chief of Staff on global administrative HR initiatives (i.e., review, modification, or development of human resource policies and procedures) and facilitate effective change management practices to ensure policy changes are successfully communicated, adopted, and executed.
   j. Collaborate with the Associate Director for Administration on Employee Newsletter and related human resource communications.
   k. Serve as the board’s Group Insurance Representative and State Universities Retirement System Employer Representative.
   l. Serve as the board’s ADA Coordinator; Coordinate efforts of the board to comply with and carry out its responsibilities under Title II of the ADA, including investigation of grievances.
   m. Support the Chief Diversity Officer in the development of key Equal Employment Opportunity Commission (EEOC) reporting and Diversity, Equity and Inclusion (DEI) reporting requirements.
   n. Other duties as assigned by the Chief of Staff or Executive Director.

2. Liaison:
   a. State Universities Retirement System
   b. State University Civil Service System
   c. Central Management Services, Bureau of Benefits
   d. IL ACTS HCM Project Teams
Minimum Qualifications

1. Master’s degree in human resources, organizational development, labor law, business administration, public administration, or a related area or a bachelor’s degree and at least three years’ related experience consistent with the duties of the position.

2. At least five years of human resource management experience in policy administration, benefits administration, compensation, classification, conflict resolution, or performance management.

3. Demonstrated organizational, communication, and human relations skills.

4. Ability to develop policies and procedures.

Additional Desirable Qualifications

1. Senior level experience leading a human resources program.

2. Senior Professional in Human Resources (SPHR) Certification and/or Society for Human Resource Management-Senior Certified Professional (SHRM-SCP) Certification.

3. Experience working in higher education or government entity.

4. Understanding of, and a strong commitment to, the concept of the comprehensive community college.