VACANCY ANNOUNCEMENT
Posted August 9, 2023

Position Title: Executive Director of Human Resources
Location: Helena, Montana
Salary: $110,000 to $130,000

The Office of the Commissioner of Higher Education (OCHE) invites applications for the position of Executive Director of Human Resources.

This position is a full-time, term-contract position renewable annually in accordance with Board of Regents (BOR) personnel policies. The position is eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays, retirement program, staff & dependent tuition waivers in accordance with state law and BOR policy).

Description of Work Unit

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the BOR and administered by OCHE. OCHE serves as BOR staff in the board’s constitutional responsibility to coordinate, supervise and manage the MUS. The MUS delivers an array of teaching, learning, research, and support services to more than 45,000 enrolled college and university students across 16 campuses in Montana. The University of Montana and Montana State University, and their affiliate institutions, employ approximately 9,100 full-time-equivalent employees in faculty, staff, professional and administrative positions.

The Executive Director of Human Resources serves as OCHE’s and the BOR’s chief human resources officer in the Commissioner’s and Board’s management of the MUS. Reporting to the MUS Chief Legal Counsel, the Executive Director supervises a team of OCHE directors who manage programs in health insurance and employee benefits, worker’s compensation, and a full range of HR and labor relations services. The Executive Director administers system policies, MUS employment law compliance, collective bargaining, employee recruitment strategies, employee performance management, position classification, and compensation. The Executive Director works closely with OCHE team members, campus HR leaders, collective bargaining agents, and other public sector HR stakeholders.

Duties and Responsibilities

- Develop, implement, and administer system HR policies and practices to keep the MUS an employer of choice for capable faculty, staff, administrative and professional employees in service to students and the public.
• In collaboration with OCHE and campus team members, help ensure compliance with state and federal employment laws.
• Lead and support a team of campus-based HR officers and their staff who are supervised by campus administrators and who look to OCHE for system guidance in HR policies, problem solving, planning, and practices.
• Supervise and support OCHE’s Director of Human Resources & Labor Relations, Director of Workers’ Compensation, Director of Insurance & Benefits, and Associate Director of Benefits, and their team members.
• Represent the Commissioner in HR discussions with campus leadership, and make recommendations to the Commissioner for compensation and employment contract terms covering a diverse group of contract professional, administrative and faculty employees.
• Administer and interpret the MUS Staff Compensation Plan, a position classification and wage system which covers approximately 3,000 full-time-equivalent support staff throughout the system.
• Administer and interpret compensation policies covering approximately 6,100 full-time-equivalent contract faculty, professional, administrative, graduate assistant, and temporary employees throughout the system.
• Serve as the Commissioner’s representative and chief spokesperson for collective bargaining with 23 faculty and staff collective bargaining units across the system, assigning bargaining duties to MUS staff as necessary.
• Negotiate, implement, and interpret collective bargaining agreements, and provide leadership on a wide range of labor relations and human resource issues to prevent unnecessary grievances and litigation.
• Research and respond to grievances arising under collective bargaining agreements or BOR policy, working with the legal team to prepare and present the employer’s case in arbitration or state administrative hearings.
• Provide system-level leadership in productive communications and relations with collective bargaining agents throughout the system.
• Other duties as assigned.

Qualifications

• Bachelor’s degree plus five years of managerial responsibility (e.g., supervision, policy implementation). A master’s degree, SHRM certification, and managerial experience beyond five years may have additional value in the consideration.
• Five years of experience in human resources leadership in a competitively hiring organization such as a public agency or institution, private corporation, or non-profit entity. HR experience beyond five years may have additional value in the consideration.
• Extensive experience in all aspects of human resources, including knowledge of collective bargaining.
• Proven ability to gather and analyze data and other information, draw sound conclusions, devise effective solutions, develop technically sound strategies, and implement durable responses.
• Proven ability to build and maintain effective working relationships with diverse individuals and stakeholder groups.
• Demonstrated excellent written and oral communication skills.
Application Requirements

Please submit (1.) a cover letter that addresses the qualifications, duties and responsibilities listed in the vacancy announcement, (2.) a comprehensive resume, and (3.) a list of three professional references. Applications may be mailed to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201, or emailed to OCHEhr@montana.edu, or submitted on the State of Montana Careers website (https://statecareers.mt.gov/). Electronic submission of application materials is encouraged.

The position is open until filled. Candidates should submit applications by 5:00 p.m. on Wednesday, August 30, 2023, to receive early consideration in an initial screening of applications. This position is eligible for veterans’ preference in accordance with state law. Approval will be obtained before contacting the candidates’ current employer.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

An EEO Employer