



Maine Community College System

HUMAN RESOURCES SPECIALIST

The Maine Community College System (MCCS) is seeking a Human Resources Specialist. This position oversees and manages a comprehensive and complex job classification system that includes executive management positions as well as positions encompassing four distinct collective bargaining units. The Human Resources Specialist is responsible for providing guidance to College Presidents and executive staff in the planning, development and evaluation of all positions throughout the MCCS. The position serves as the MCCS representative on Job Classification Committees providing leadership on labor relations interactions and is also closely involved in collective bargaining. The position represents the MCCS at arbitration hearings and works with outside labor relations counsel on matters related to job classifications. In addition, the position assists the seven community colleges on sensitive issues relating to personnel actions and various human resource issues.

The position works closely with and assists the Chief Human Resources Officer and Deputy Counsel on various employment issues, collective bargaining negotiations, HR policies and procedures, and researching trends in human resources.

In addition, the position oversees and manages recruitment efforts at the System level, including conducting interviews, preparation of ads, screening of applications, and participation on search committees. The position provides guidance and advice to the colleges on recruitment, hiring practices, human resources, and interpretation of six collective bargaining agreements. This position will be based in Augusta with regular statewide travel.

A bachelor's degree is required. Five years of relevant experience and experience working in a higher education environment are preferred.

Competitive compensation and benefits package. Please submit a cover letter, resume and three references by the close of business on June 28, 2019 to:

Human Resources Specialist Search
Maine Community College System
323 State Street
Augusta, Maine 04330
or email hr@mccs.me.edu

Search will remain open until the position is filled.

The Maine Community College System is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the Affirmation Action Officer at 207-767-0116.