Position Specification

Department of Employee Relations

This Position Specification is intended to provide information about Montclair State University and the position of Director of Employee Relations. It is designed to assist qualified individuals in assessing their interest in this position.
Overview: Montclair State University

Montclair State was founded in 1908 as the New Jersey State Normal School in Montclair and conferred degrees to its first class of 45 graduates in 1910. Today, it is a leading institution of higher education ranked among the top 200 national universities in the country by *U.S. News & World Report*.

Designated a Research Doctoral University by the Carnegie Classification of Institutions of Higher Education, the University’s ten colleges and schools serve 21,000 undergraduate and graduate students with more than 300 doctoral, master’s and baccalaureate-level programs. Together, the University’s ten colleges and schools include: the College of the Arts; the College of Education and Human Services; the College of Humanities and Social Sciences; the College of Science and Mathematics; the Feliciano School of Business; the School of Communication and Media; the John J. Cali School of Music; the School of Nursing; The Graduate School; and The School of Conservation. They offer more than 300 majors, minors, concentrations and degree certificates. Campus life is vibrant and varied. Student athletes compete in 18 NCAA Division III varsity sports. More than 120 organizations and clubs serve student interests.

The University offers all the resources of a leading public research institution. A student-to-teacher ratio of 17 to 1 and average class size of 23 provide students with individualized attention from a top-tier faculty.

The dynamic diversity of the University’s community has been acknowledged by the U.S. Department of Education through its recognition of Montclair State as a Hispanic-Serving Institution (HSI), and by *Diverse: Issues in Higher Education* as a “Top Degree Producer” among institutions that confer the most degrees to minority students.

Long a leader in educational innovation, Montclair State was the first New Jersey state college to offer master’s degrees and the first state institution to offer a doctoral program. Montclair State broadcast the nation’s first educational television programs. Its New Jersey School of Conservation is the nation’s largest and oldest university-operated environmental education center. The campus is home to a number of leading-edge centers, including the world’s first Center for Quantitative Obesity Research and the innovative Feliciano Center for Entrepreneurship.

Combining the advantages of a large university – comprehensive course choices, world-class teachers, state-of-the-art facilities and a diverse community – with the personal attention of a much smaller school, Montclair State offers unmatched intellectual and cultural opportunities for students from the undergraduate to doctoral levels.
Montclair, New Jersey: An Exceptional Location

The University’s park-like, 252-acre campus is primarily located in Montclair, New Jersey, a diverse suburban community of nearly 38,000 residents. A picture-perfect college town, Montclair is filled with cafés and bistros, boutiques and restaurants, movie theaters and art galleries. It is home to the Montclair Film Festival, and the Montclair Art Museum, which is nationally known for its diverse collections. Live theater venues include the Montclair Operetta Company and the Wellmont Theatre.

There are numerous parks and nature reserves in Montclair, as well as public tennis courts, skating rinks and swimming pools. The town is home to minor league baseball’s New Jersey Jackals, a rugby club and a cricket team.

Montclair’s public schools serve students from kindergarten through grade 12, as do a number of private and parochial schools.

The neighboring towns of Bloomfield, Clifton and Little Falls each offer restaurants, shops and cultural activities to explore, while Newark – New Jersey’s largest city and hub for professional sports and big-name concerts – is minutes away.

Montclair is just 14 miles west of New York City and all that it has to offer. Two campus train stations provide regular service into and out of Manhattan.
The Opportunity

Under the direction of the Vice President for Human Resources, the Director of Employee Relations plays a lead role in the administration and enforcement of collective bargaining agreements, handling grievance, discipline and civil service matters, dispute resolution, training, and employee relation’s communications. The Director is also responsible for assisting in the management and administration of programs, policies, and procedures related to attendance, performance, discipline, payroll, timekeeping, unemployment insurance program, and employment processes administered by the Division of Human Resources. The Director will provide direction and guidance to all levels of supervisory and managerial staff to ensure a customer service-oriented approach, and support the Vice President for Human Resources in accomplishing the goals of the Division of Human Resources.

Duties and Responsibilities

Contract Administration: Analyzes new agreements and prepares an action plan for the implementation of new economic and other changed contractual provisions; interprets contractual provisions and other regulations affecting terms and conditions of employment; oversees processes related to the deduction and transmittal of dues to the appropriate union; coordinates the preparation and transmittal of contractually required information to the unions and responds to other requests; serves on contractually required committees, and administers contractual programs as assigned, e.g., Tuition Reimbursement, Tuition Waiver, and Employee Safety.

Dispute Resolution: Confers with employees, supervisors, union officers, and management officials to resolve disagreements informally, where possible; provides guidance in the formal resolution of grievances and appeals of disciplinary actions; participates in grievance and disciplinary action cases; presents the University's position at subsequent, off-campus levels of review for assigned cases; assists in the coordination of management responses to other union activities; assists in the research and preparation of arbitration and PERC cases.

Employee Relations Communications: Maintains open and productive communications with employees, supervisors, union officers, management officials, representatives of external agencies (GOER, AG, PERC, etc.) as assigned, enters into informal and contractually required consultations with union officers.

Preferred Qualifications

Undergraduate degree in Business or Public Administration, Human Resources, Labor Relations or related field required; law degree preferred. 7-10 years of increasingly responsible experience in human resources, with the majority of experience in labor/employee relations and civil services matters, in a unionized environment and in the public sector. Knowledge of federal and state laws pertaining to labor, employment, compensation, and benefits. Strong interpersonal, communications, management and problem solving skills; high level of organization. Proven ability to manage multiple projects and priorities in a dynamic environment. Customer service oriented.
Leadership

Susan A. Cole, President

Dr. Susan A. Cole assumed office in September of 1998 as the eighth president of Montclair State University, which is the second largest university in New Jersey, with 21,000 graduate and undergraduate students. Dr. Cole served as President of Metropolitan State University in Minneapolis/St. Paul, Minnesota from 1993 to 1998 and, prior to that, as Vice President for University Administration and Personnel at Rutgers, The State University of New Jersey, Associate University Dean for Academic Affairs at Antioch University, and a faculty member at The City University of New York.

Dr. Cole serves on the boards of the Liberty Science Center, the Montclair Art Museum, the New Jersey Performing Arts Center Council of Trustees and Peapack-Gladstone Bank; as Chair of the New Jersey Presidents’ Council; and on the American Association of State Colleges and Universities Penson Center for Professional Development. She was appointed by Governor Christie as New Jersey’s representative to the Education Commission of the States, and by the U.S. Secretary of the Interior to the Paterson Great Falls National Historical Park Advisory Commission. She served on Governor Christie’s Executive Transition Team and chaired its Education Subcommittee. She also served on the Property Tax Convention Task Force, appointed by Governor McGreevey, as co-chair of Governor McGreevey’s Higher Education Transition Team and on his Education Cabinet, as co-chair of Governor DiFrancesco’s World Class Economy Task Force, and as a member of Governor Whitman’s trade missions to South America and Asia.

Dr. Cole earned three degrees in English and American literature: a BA from Barnard College, Columbia University and an MA and PhD from Brandeis University. Dr. Cole writes and speaks extensively about current issues in American higher education.
Jerry M. Cutler, Vice President for Human Resources

Jerry M. Cutler was appointed Vice President for Human Resources in February 2014. He provides leadership in the areas of Talent Management, Compliance, EEO/Affirmative Action, HRIS, Payroll, Benefits, Employee Relations, and Organizational Development and Training. Jerry previously served as Assistant Attorney General and Principal Counsel to the Maryland State Labor Relations Boards, and as Director of Human Resources and Legal Counsel for the University of Delaware. While in private practice, Jerry represented clients in federal civil litigation under the Labor Management Relations Act, and Employee Retirement Income Security Act (ERISA), in contract negotiations and arbitration, and in matters before the National Labor Relations Board.

A past recipient of the American Jurisprudence Award in Trial Practice, Jerry served as Co-Chair of the American Bar Association’s Section of Litigation, Public Sector Employment and Labor Relations Law Subcommittee, and has written for Thomson Reuters, Bloomberg BNA, and West Publishing, on "Legal Guide to Human Resources," "International Human Resources Guide," "Employee Benefits Law," "The Family and Medical Leave Act," "How Arbitration Works," "Discipline and Discharge in Arbitration," and "The Fair Labor Standards Act." Jerry is also on the Editorial Board of the Journal of College and University Law, and has taught at the undergraduate and graduate levels on subjects such as human resource management, labor relations, and employment discrimination law.

Jerry has a BA in Labor Studies from the Pennsylvania State University, studied Human Resource Management at the Johns Hopkins University Graduate School, and has a Juris Doctor degree with honors from the University of Maryland School of Law.
Procedure for Candidacy

For further details regarding this opportunity, please visit: https://jobs-montclaiiredu.icims.com/jobs/1586/director-of-employee-relations/job

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the University website at montclair.edu.