Executive Search Profile

Vice President of Human Resources

Olympic College
Bremerton, WA
The **OPPORTUNITY**

*Olympic College* is in a period of change. With a dynamic leadership team, membership in Achieving the Dream, a laser-like focus on disaggregated student-data combined with a redoubled focus on closing opportunity gaps, the college is seeking an experienced higher education leader with a proven record of holistic, equity-minded instruction for the success of a diverse student body through high-quality, innovative, flexible, adaptive and modern pedagogy and support.
Olympic College is recognized as one of the top community colleges in the nation. In 2017, the college received the Outstanding College/Corporate Partnership Award from the American Association of Community Colleges in recognition of its apprenticeship program with Puget Sound Naval Shipyard & Intermediate Maintenance Facility. The college was an Aspen Prize top ten finalist in 2015, the preeminent national recognition for community and technical colleges.

In 2018, OC joined Achieving the Dream (ATD), a national network of nearly 300 community colleges. As an ATD network institution, OC is committed to increasing graduation rates, and closing racial, ethnic, socioeconomic, and other opportunity gaps.

Founded in 1946, OC serves nearly 11,000 students annually across campuses in Bremerton, Poulsbo and Shelton. The college offers numerous pathways so that students can achieve their educational goals, including professional-technical certificates, associate and bachelor’s degrees. OC also partners with institutions such as Washington State University, Western Washington University and others to enable students to obtain bachelor’s degrees without leaving Kitsap County.

With the second largest military-connected population of any college or university in Washington, OC is proud to offer innovative programs and services like the Military and Veteran Support Center, where students receive wrap-around services under one roof.
Dr. Marty Cavalluzzi joined OC in 2018 after serving for five years as the president of Pierce College in Puyallup, WA. As a community college graduate, Dr. Cavalluzzi has benefited personally from the open-access mission of institutions like OC. He is leading the college through a transformative change process, Achieving the Dream, which will ensure that more students from all backgrounds graduate and earn a credential that leads to family wage jobs in our community.

He holds a Doctor of Philosophy in Marine Science from The College of William and Mary in Virginia, a Bachelor of Science in Fisheries from Humboldt State University in California and an Associate of Arts from Orange Coast College in California. Before becoming president at Pierce College – Puyallup, Dr. Cavalluzzi served as the Executive Vice President for Instruction and Chief Academic Officer at Edmonds Community College from 2006 through 2013.
Our

LOCATION

Olympic College is ideally located in the Pacific Northwest on the Kitsap Peninsula and serves nearly 300,000 residents in Kitsap and Mason counties.

The college's main campus is located in Bremerton, a short ferry ride from Seattle, the economic and cultural center of our state and not far from Olympic National Park. The campus features state-of-the art facilities centrally located close to Bremerton’s growing downtown with a thriving artistic and cultural community.

Poulsbo, located in the north end of Kitsap County, has an area of 4.5 square miles and a population of approximately 11,000 residents. Nestled in a valley between the majestic Olympic and Cascade Mountain ranges, this historically Norwegian community is commonly referred to as “Little Norway on the Fjord,” and features breathtaking scenery and numerous attractions.

The College’s Poulsbo Campus is situated on 20 acres of land and is conveniently located for residents of Bainbridge Island and the northern part of Kitsap Peninsula.

Shelton is the county seat of Mason County and is the western most city on Puget Sound with approximately 10,000 residents. Situated on 27 acres of land, the Shelton Campus offers computer labs, a media center, student services, study and social areas, and the Johnson Library.
Position Overview

**VICE PRESIDENT OF HUMAN RESOURCES**

Salary: $115,000 – $130,000 DOE

FSLA Exempt | Reports to the President

Olympic College is seeking a visionary administrator with a record of strategic and strong leadership and accomplishments to serve as its Executive Director of Human Resources. The Executive Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, mission, and staff of the Human Resources department.

We are a comprehensive community college on the Kitsap Peninsula, across the Puget Sound from Seattle, WA. We serve Kitsap and Mason Counties with campuses in Bremerton, Poulsbo and Shelton. We offer academic transfer and workforce education degrees and certificates; four applied baccalaureate degrees; Transitional Studies including Adult Basic Education, high school completion alternatives, Integrated Basic Education and Skills Training (I-BEST) English to Speakers of Other Languages (ESOL); and community education. Through a national award-winning partnership with the Navy, we offer an Apprenticeship School at the Puget Sound Naval Shipyard and Intermediate Maintenance Facility.

Olympic College enrolls a racially and socioeconomically diverse student body of approximately 8,500 students annually, including a growing number of international students, Running Start, and students affiliated with partner institutions of higher education. Among them,

- 3% identify as African American
- 4%, as Hispanic/Latino
- 1%, as Native American/Alaska Native
- 1% as Native Hawaiian/Pacific Islander

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POSITION OVERVIEW (Cont’d.)

- 7%, as Asian
- 62%, as White
- 17% as multiracial

Approx. Eight percent (8%) of our students are veterans, 4% are military dependents, and 1% are on active duty, making OC home to the second largest military-connected student body of any college or university in Washington state.

The College is committed to advancing excellence through equity by leading with racial equity in order to maximize student potential across all populations, including racial, ethnic, socioeconomic, sexual identity, gender identity, and differing ability. We are actively engaged in Guided Pathways reforms, with a focus on closing equity gaps.

Towards that end, the ideal candidate will demonstrate a track record of advancing faculty and staff diversity, equitable employment practices, and effective collaboration with internal and external partners to attract and retain employees who foster equitable outcomes for minoritized and historically marginalized student populations.

They will also demonstrate a proven track record of building and sustaining relationships in potentially adversarial situations, guiding process improvement and quality assurance, and managing change through collaborative, equity-driven and service-oriented approaches.

DUTIES/RESPONSIBILITIES

Duties listed are illustrative and not intended to be an exhaustive list.

The Vice President of Human Resources will:

- Oversees planning, implementation and assessment of primary HR functions including strategic planning, employee and labor relations, recruitment and talent acquisition, hiring processes, employee contracts, and employment functions (including compensation, benefits, performance, training, and retention), and training programs. Supervises the Payroll and HR teams.

- Ensures compliance with federal, state, and local laws including the ADA, FMLA, FLSA, Title IX, Title VII, WLAD, WA Family Care Act, FLA, etc. Supports Title IX administration. Monitors legislative cycles to ensure the College is poised for implementation of employment related legislative changes.

- Responsible for institutional initiatives focused on hiring and retaining a diverse workforce that is committed to, and skilled at, fostering equitable, inclusive, and effective College working and learning environments, as well as creating an environment which allows the college to attract, hire, and retain the best people.

- Provides training on issues and processes to supervisors and employee groups. Counsels managers and employees on effective ways to address and resolve employment-related issues. Works with managers and supervisors to develop their leadership skills through

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DUTIES/RESPONSIBILITIES (Cont’d.)

one-on-one coaching and formal training courses.

• Develops and maintains professional relationships with employee representative bodies, including labor unions, committees, college governance, and Faculty Senate. Understands the roles of both labor and management, and supports positive resolution of employee and union concerns related to collective bargaining agreements and working conditions. Coordinates college responses to union information requests, grievances, demands to bargain, and unfair labor practices. Supports effective negotiation on behalf of management and the Board of Trustees. Oversees disciplinary processes in a manner that is fair and reasonable. Conducts investigations as needed.

• Effectively advocates for budget initiatives that enhance the delivery of human resources and payroll services to all employees.

• Conducts research and analysis of organizational trends including review of reports and metrics from the organization’s Human Resource Information System (HRIS) or talent management system.

• Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.

• Maintains overall responsibility for all functional areas of Human Resources and Payroll.

• Establishes credibility throughout the organization through effective listening and problem-solving.

• Serves as or supervises the college’s EEO/Affirmative Action/Ethics Officer, and Public Records Coordinator, as well as oversees public records disclosure and policy development.

• Evaluates the HR department structure and goals for continuous improvement of the efficiency and effectiveness of the department and the professional and personal development of its members.

• Provides innovative leadership, problem solving, and guidance in the areas of the following: employment; recruitment; classification and compensation; employee records and information systems; training and development; retirement systems; labor relations; employee relations; benefits administration; and performance management.

• Works collaboratively with the Vice President for Equity and Inclusion to implement workplace diversity, equity, and inclusion education, training, and engagement initiatives.

REQUIRED QUALIFICATIONS

• Bachelor’s degree in Human Resources, Business Administration, Employment Law, or closely related field.

• Experience in:
  ◦ Progressively higher supervisory and management experience

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REQUIRED QUALIFICATIONS (Cont'd.)

- Leading departments or large teams (10+)
- Public sector human resource management and/or public sector labor relations to include negotiations and grievance processing
- Employee professional development

- Managing compliance with Title IX, Title VII, ADA, FMLA, WFCA, WLAD, FLSA, and other applicable state/federal employment laws.
- Experience in budget development and/or management.

DESIRED QUALIFICATIONS

- Master’s degree in Human Resources, Business Administration, Employment Law, or closely related field is highly desired.
- Education and/or experience in mediation, arbitration, EEOC Filings, PERC, or similar administrative processes.
- Education in and/or experience with legal risk management related to employment practices.
- Experience working with Washington State Attorney General’s Office and/or the Office of Financial Management (labor relations and State HR).
- Education or experience in Washington State Classification and Compensation rules.
- Experience in college environment.
- Experience with automated management information systems for both enterprise systems (e.g., ctcLink/PeopleSoft) and human resources management (e.g., NEOGOV).
- Senior HR industry certification such as SHRM-CP/SCP, SPHR, CLRP.

ADDITIONAL INFORMATION

Terms of Employment:

FLSA Exempt | Reports to the President
This is a full-time, exempt administrator position. The salary is $115,000–$130,000 DOE/DOQ which will be prorated to reflect the remaining contract days during the fiscal year. Benefits include an exceptional package including medical, dental, vision, life, vacation, holiday and sick leave. This position requires flexibility in scheduling to meet the needs of the department including travel, evening and weekend events. Must be able to work days, evenings or weekends at any college site or location as needed including Bremerton, Poulsbo, and Shelton campuses. The hiring process may require travel to the Bremerton campus for an opportunity to meet with other college executives and attend an employee forum.

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ADDITIONAL INFORMATION (Cont’d.)

Conditions of Employment:

- Per Washington State guidelines, Olympic College is a “fully vaccinated campus” and will require all staff to provide proof of vaccination status or request a medical or religious exemption.
- Eligible to work in the United States.
- Successful completion of a criminal history background check.

Application Materials:

- Olympic College Online Application
- Resume or Curriculum Vitae
- Cover Letter – in your cover letter describe how your background and experience sets you apart for this position
- Unofficial college transcripts. Official transcripts and copies of mandated certifications will be required of the successful candidate
- Per Governor Inslee’s “Proclamation 21-14” (Download PDF reader) state employees must be fully vaccinated. Your vaccine status will be verified upon hire. Please reach out to the HR Office at hrticket@olympic.edu if you need information on medical or religious accommodation.
- Olympic College seeks candidates for employment who share our commitment to fostering an equitable and inclusive learning environment (read our Equity Statement). All applicants are required to submit a statement of 500 words or less, describing the value of diversity, equity, and inclusion in the higher education environment and their prior, current, and/or potential contribution(s) to fostering diversity, equity, and inclusion as an employee.
Olympic College is an Equal Opportunity Employer

Olympic College is an equal opportunity employer that strives to create a workforce that mirrors and values our diverse students. We are laser focused on student success and closing equity gaps, and invite applications from individuals who share those commitments and can demonstrate their ability to advance them. Persons needing accommodations in the application process or this announcement in an alternative format may contact Olympic College Human Resource Services, hrticket@olympic.edu and/or 360-475-7300.

Corrected or extended notices for this recruitment will be posted on the Olympic College website.