



Connecticut State  
Colleges & Universities

## **JOB OPPORTUNITY**

### **Human Resources Generalist**

Open To: The Public  
Location: Capital East Region covering Capital, Manchester, Middlesex, Three Rivers, and Quinebaug Valley Community College. (2 positions)  
Shoreline West Region covering Gateway, Housatonic, and Norwalk (1 position)  
Hours: Full-Time, 40 hours/week  
Compensation: Management / Confidential (Mgr1) \$64,688 – 84,146 (midpoint)  
Closing Date: **Open until filled**

---

#### **Position Summary:**

The Human Resources Generalist, under the leadership of the Regional Human Resources Manager, is accountable for providing on site human resources services to employees and coordinating with CSCU HR Shared Services Centers of Excellence (COE) to optimize service delivery for assigned campuses within a region. This position will collaborate with other parts of the Human Resources organization to ensure processes and programs are aligned with CSCU One-College goals and designed to deliver seamless and efficient service.

#### **Supervision Exercised:**

The Human Resources Generalist will report to the CSCU Regional Human Resources Manager. The position is required to have extensive collegial and collaborative relationships with professional Human Resources staff assigned to various Centers of Excellence, including Talent and Recruitment, Labor Relations, Affirmative Action, and Compensation/Benefits/HR Administration as well as with administrators, faculty and staff within the Connecticut State Colleges and Universities System.

#### **Essential Duties:**

- Partners with and is accountable for successful relationships with campus leadership teams to ensure alignment of human resources support services with organizational goals and strategies;
- Advises campus leadership teams on human resources policies, procedures and mission driven strategies.
- Collaborates with campus leadership to fulfill their organizational staffing needs by ensuring accurate job classifications are used and collaborating with HR Administration to initiate refill requests and position actions.

- Collaborates with Talent and Recruitment COE, to facilitate search processes, including forming search committees and providing guidance throughout the duration of search activities.
- Partners with and is accountable for successful relationships with Talent and Recruitment, Affirmative Action, Labor Relations and Compensation/Benefits/HR Admin, COE's to ensure seamless service for customers;
- Provides guidance to employees on various human resources matters including employment, career development, salary and benefits, labor relations, leaves of absence and retirement;
- Implements standardized employee engagement programs that support the CSCU culture and promote retention of talent, and improved organizational performance;
- Delivers standardized inclusion and diversity initiatives that are responsive to organizational culture, and in line with transforming demographics;
- Executes a standardized talent management program to cultivate and develop future leaders to position the organization for sustained leadership effectiveness;
- Implements an onboarding program to ensure seamless transition for new employees and includes completion of state mandated training programs.
- Works with campus leadership to administer the performance management system,
- Assists campus leadership in addressing employee performance problems; engaging Human Resources Manager and Labor Relations COE when appropriate.
- Assists in ensuring compliance with applicable state and federal laws, regulations, policies and procedures;
- May assist, coordinate, and/or provide campus training and/or staff development programs;
- Performs related duties as required.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Management, Public Administration or related field and at least three (3) years' experience in the principles, practices and techniques of Human Resources.
- Considerable knowledge of and ability to apply management principles and techniques within a matrixed organization;
- Considerable knowledge of human resources administration, labor relations, relevant state and federal laws, regulations, policies and procedures, principles and practices of job classification and organizational design and human resources information systems;
- Considerable written and oral communications skills, interpersonal skills, and negotiation and conflict resolution skills;
- Considerable ability to analyze and interpret laws, regulations, policies and collective bargaining agreements, strategically plan including, succession planning and aligning human resources to agency goals and objectives, and recommend and implement agency-wide policy;
- Experience working in a highly unionized environment
- Experience using an HRMS system such as Core-CT
- Experience in higher education (preferred)

### **Work Environment:**

Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitation.

### **Application Instructions**

Applications must be submitted electronically to jobs@ct.edu and will be received until this position is filled. **Please reference “Search #20-26” on the subject line of all emails.** Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at:  
<http://www.ct.edu/files/pdfs/EmploymentApplication.pdf>) AND
- (2) Cover letter, resume, and contact information for three professional references in a single MSWord or PDF file.

Incomplete application packages may be discarded. Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU System Office and our 17 institutions.

### **Notice of Nondiscrimination**

The CSCU System does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information, criminal record or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity & Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at [LGlende@commnet.edu](mailto:LGlende@commnet.edu).

*The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*