

**State University of New York**  
**College of Environmental Science and Forestry**  
1 Forestry Drive  
Syracuse, New York 13210

**ANNOUNCEMENT OF PROFESSIONAL VACANCY**  
**Director of Human Resources**

**September 14, 2021**

**Campus Title:** Director of Human Resources

**Unit:** Human Resources

**Professional Rank and Salary Range:** Management/Confidential (MP-3)  
Salary commensurate with qualifications

SUNY ESF invites applications for the position of Director of Human Resources available immediately. The position reports to the CFO and Vice President for Administration and serves as the Chief Human Resources Officer of the College for State employees and collaborates with the Director of Human Resources for the SUNY Research Foundation. The Director serves as a strategic partner to senior management and provides leadership in the administration and development of campus-wide policies and procedures relating to human resource functions that provide a high level of customer service to the campus community. The Director contributes to the College's organizational strategic planning goals including programs for ongoing improvement of faculty and staff. The Director oversees four employees, and functional areas under the Director's responsibility include employee relations, recruitment and employment, classification and compensation, employee benefits, performance evaluation systems, workers compensation and leave programs, ADA, New York State Ethics, Immigration for employees, and training programs and employee development. The College has approximately 500 State and 100 Research Foundation employees; and 300 State and Research Foundation Graduate Assistants.

The Director ensures compliance with Federal and State regulations, SUNY, and New York State Civil Service policies and procedures; and collaborates on Research Foundation policies and procedures as necessary. The Director is responsible for the administration of union contracts and serves as President's designee in directly conducting and handling investigations, grievances, disciplines, and settlements; and facilitates labor/management meetings and relations. The Director develops and coaches Department/Unit Heads and Supervisors to resolve employee issues. The Director works closely with College Counsel regarding legal issues related to employment. The Director partners with the College's Chief Diversity Officer and Affirmative Action Officer on EEO/AA and Title IX issues, and serves as one of the College's Deputy Title IX Coordinators.

**Required Qualifications:**

- Baccalaureate degree from an accredited institution
- Seven years of progressively responsible human resources administration experience
- Experience in interpreting and implementing the provisions in union contracts
- Excellent written and oral communication skills
- Proven record of successful interactions with a variety of constituents

## **Preferred Qualifications:**

- Master's degree from an accredited institution
- Higher education experience
- SUNY State-operated experience in Human Resources
- Professional in Human Resources (PHR) or SPHR (senior) certification

## **About the College:**

Founded in 1911, the State University of New York College of Environmental Science and Forestry (ESF) is the nation's oldest and most respected school dedicated to the study of the environment, developing renewable technologies and building a sustainable future. The ESF main campus is in Syracuse, NY and has regional campuses throughout Central New York and the Adirondack Park. ESF consistently earns high rankings in US News and World Report, Forbes, Peterson's Guide, The Washington Monthly, Princeton Review and other national college guidebooks.

## **About the Community:**

**Location:** The SUNY College of Environmental Science and Forestry is located in Syracuse, New York, a dynamic and diverse community with plentiful natural, cultural, and civic opportunities. "The Places Rated Almanac" ranks Syracuse among the top 10 percent of "Best Places to Live." Located on the eastern edge of the Finger Lakes, Syracuse is within a five-hour drive of New York City, Toronto, and the High Peaks Region of the Adirondack Mountains. SUNY-ESF is one of eight colleges and universities located in Onondaga County. The Syracuse University campus is immediately adjacent to SUNY-ESF, and SUNY Upstate Medical University is located within easy walking distance.

The SUNY-ESF campus provides a rich array of curricular and co-curricular experiences with our main Syracuse campus just southeast of downtown Syracuse and our regional campuses stretching from southern Onondaga County to the Adirondacks. The Syracuse area, home to our main campus, is home to many cultural events, museums, state and local parks and numerous festivals throughout the year along with a growing downtown in the city of Syracuse. Onondaga County provides a variety of neighborhoods that include urban, rural and suburban with strong schools, affordable housing and supportive communities.

Central New York is also home to numerous hospitals and medical facilities including SUNY Upstate Medical University, the St. Joseph's Hospital Health Center, the VA Hospital of Syracuse and Crouse Hospital, each of which provide unique specialty areas that support the needs of the community.

Whatever one's interests are, one is sure to find a great community not just at SUNY-ESF but in the surrounding areas as well.

**Application Deadline:** Although applications will be accepted until the position is filled, candidates should submit their application by **October 7, 2021** for optimal consideration.

**Application Procedure:** Applications should include cover letter, resume, and the name and contact information of three references. Application materials are required to be submitted on-line at <http://www.esf.edu/hr>

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the

campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:

<http://www.esf.edu/univpolice/crimereports/>

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

**SUNY-ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.**