



New Orleans Center For Creative Arts

Job Announcement | Human Resources Professional

Division/Department	Administration
Location	NOCCA 2800 Chartres Street New Orleans, LA 70117
SALARY RANGE	Commensurate with experience, education & certifications
Available:	Immediate Opening
Type:	Full-Time 12 month 40 hours/week Exempt

The *New Orleans Center for Creative Arts, Louisiana's Arts Conservatory* founded in 1973, offers high school students training in Classical Music, Creative Writing, Culinary Arts, Dance, Drama, Jazz, Media Arts, Musical Theatre, Theatre Design, Vocal Music, and Visual Arts. Admission is by audition and tuition is free. NOCCA is central to Louisiana's rich cultural heritage, boasting a long list of distinguished alumni that includes jazz greats Wynton and Branford Marsalis, Terence Blanchard and Harry Connick Jr.; actors Wendell Pierce and Anthony Mackie; and soprano Jeanne Michele Charbonnet.

GENERAL DESCRIPTION

The Ideal Candidate: Is an innovative and creative thinker that is willing to go the extra mile and fully supports NOCCA's vision of being the country's premiere Arts Conservatory for high school students.

Function: To administer the school's human resources program and function with supervision received from the President | CEO and Board of Directors of NOCCA.

Distinction: This position acts as daily lead over the human resources program of a large, comprehensive and complex agency providing statewide service.

EXAMPLES OF WORK

- Implements all facets of a comprehensive human resources management program.
- Works with faculty and staff to lead process to establish, evolve and implement or work policies and procedures as needed.
- Manages all classification and evaluation activities for the agency.
- Monitors, updates, recommends changes and leads on all revisions of the NOCCA Employee Handbook. This document is the standard by which NOCCA holds itself accountable and is a vital part of this position's responsibilities and the positive climate of the campus as a whole.
- Leads on solicitation of candidates for recognition programs and recommends special awards as solicited or brought forward from faculty and staff.
- Works with other staff to lead and implement administrative issues as needed.
- Documents and leads all discipline meetings with staff. When needed, this is done in partnership with the President | CEO and/or other members of the faculty or administrative leadership teams.

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- Issues and maintains all fingerprint process and records to ensure compliance with state standards and safety of students.
- Issues and maintains all annual employment contracts.
- Leads on organizing all sensitive personnel documentation relative to any legal work or freedom of information requests.
- Reviews current and proposed salaries and ensures consistency and equity inside of organizational policies and state and federal standards.
- Represents the agency at meetings relative to Human Resource systems, compensation or related issues at the state and local level when assigned.
- Proposes alternative organizational plans based on knowledge of Civil Service and unclassified rules and policies. Advises agency management of the advantages and disadvantages of alternatives and recommends a course of action. Acts as liaison between agency management and Civil Service representatives and other state representatives working in Human Resource related areas.
- Determines impact of special pay issues and recommends resolution of any issues to agency management.
- Leads, recommends improvement of and enforces the policies of the agency to ensure that disciplinary actions are implemented in a fair and consistent manner for all employees.
- Reviews and approves disciplinary actions. Consults with agency legal counsel through the President|CEO to address issues that may involve complicated legal ramifications.
- Directs the investigation of complaints filed within the agency and charges filed through federal agencies, reviews results and recommends a course of action to agency management.
- Prepares the agency's position relative to highly complex benefits issues. Represents the agency and provides testimony, as needed, at administrative hearings regarding unemployment and worker's compensation matters.
- Directs the agency recruiting, selection, and placement program. Recommends changes to any part of the process in an effort to continue to attract and retain a qualified workforce.
- Directs the development, maintenance, and monitoring of a performance evaluation system based on established criteria. Works with agency management to ensure that expectations are defined in such a way as to enhance the efficiency and effectiveness of agency operations and are clearly communicated to all employees.
- Develops and administers layoff/layoff avoidance plans. Represents the agency in meetings with Civil Service staff to discuss layoff or layoff avoidance activities. Explains layoff/layoff avoidance activities to agency employees, supervisors and managers. May appear as agency representative before Civil Service Commission members regarding proposed plan.



- Maintains all electronic human resources records and all employee human resources physical files.
- Responsible for administering the agency benefits programs as provided by the State of Louisiana acting as liaison between the agency and all retirement systems.
- Other duties as requested and required.

MINIMUM QUALIFICATIONS

A baccalaureate degree plus five years of professional level administrative experience, including two years in human resources and/or two years at the advanced level.

SUBSTITUTIONS

- Eight years of full-time work experience in any field may be substituted for the required baccalaureate degree only. Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree.
- Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PHR) or as a Senior Professional in Human Resources (SPHR) may be substituted for a maximum of one year of professional human resources experience at the entry, experienced or advanced level.

PREFERENCE

Preference will be given to:

- Candidates with a Master's Degrees or other advanced or professional degrees.
- Candidates who have worked in educational systems or environments.
- Candidates who have a demonstrated track record of work in similar institutions.
- NOCCA Alumni

PREFERRED SUBMISSION

- APPLY TO JOBS@NOCCA.COM | SUBJECT LINE: HUMAN RESOURCES PROFESSIONAL, YOUR FIRST NAME LAST NAME *or* by mail NOCCA HR Department | ATTN HR Opening | 2800 Chartres Street | New Orleans | LA | 70117
- Submit LETTER OF INTEREST W/RESUME | REFERENCES

NOCCA

Equal Opp. Employer | Drug-Free Workplace

Position Posted June 26, 2015 | Applications May Be Considered Till Position Is Filled

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