

JOB TITLE: EXECUTIVE DIRECTOR of HUMAN RESOURCES

CLASSIFICATION: E-3

SUPERVISION GIVEN: HR ASSISTANT / Payroll Clerk

REPORTS TO: Executive Dean

GENERAL PURPOSE AND SCOPE OF POSITION:

Responsible for managing the regional human resources function, with specific accountabilities in: staffing and recruitment, affirmative action, College policies and procedures, legal compliance, compensation, benefits, performance management, employee relations, training and development, HRIS and safety. Primarily responsible for the implementation of human resource programs that support College goals and objectives, operating within established time lines and budgets. The position is accountable for human resources department operations and budgets and administration.

DUTIES AND RESPONSIBILITIES:

- < Directs the employment practices of the region including: notification, recruitment, application and selection procedures for all position vacancies; validation, administration, and interpretation of qualifying standards and examinations; and evaluation of all employment practices for compliance with local, state, and federal laws and regulations, College policies, contracts, and affirmative action plans and goals. Conducts exit interviews as needed.
- < Maintains an active role on the regional administrative management team.
- < Develops and maintains affirmative action program; maintains other records, reports and logs to conform to EEO regulations. Assists in promoting diversity initiatives within the region.
- < Reviews, develops, interprets and recommends personnel policies and operating procedures in conformance with guidelines established by the College.
- < Represents the region in all legal proceedings, working with the College General Counsel.
- < Administers the employee compensation, benefits, and wellness program.
- < Administers the regional workers= compensation program.
- < Responds to claims for disability, unemployment and worker=s compensation insurance claims. Reviews claims to ensure that benefit payments are accurate and comply with College policy and legal requirements.

- < Directs the completion of annual performance reviews and annual review of job descriptions.
- < Oversees the employee relations processes within the region including investigating discrimination and harassment claims and resolution of grievances and complaints (Consulting with College Legal Counsel)
- < Maintains all employee records and files, including appropriate salary, classification, position control, evaluation, and benefits data. Reviews and monitors personnel data entered on to the HRS system to ensure validity and accuracy.
- < Conducts organizational and staffing analysis and designs, implements and evaluates long-range human resource utilization strategies.
- < Coordinates the annual Awards Program honoring employees celebrating services, anniversaries and retirements.
- < Supervises the overall operation of the Human Resources function and staff; conducts appropriate staff evaluation; develops long and short term operational objectives; prepares and administers the annual budget.
- < Develops and implements regional staff training initiatives including sexual harassment, drug and alcohol free workplace, etc.
- < Coordinate new employee orientation program.
- < Participants on regional and Central Office committees.

The above list of duties is not as an exhaustive list. Other duties logically associated with the position may be assigned. The ability and willingness to travel within to travel within the state will be required of the position.

EDUCATION AND EXPERIENCE:

Bachelor=s Degree in Business Administration. Human Resources, or related field required.

Master=s Degree or related professional certification preferred.

Five years work experience in a human resources department with high level responsibility preferred. Three years supervisory experience required. Demonstrated knowledge of the principles and practices of personnel administration required.