



## Job Description Classification

**DIRECTOR, HUMAN RESOURCES/CCV  
Non-Bargaining Unit**

**GRADE 15  
EXEMPT**

### **BASIC FUNCTION**

In cooperation with and under the supervision of the Dean of Administration, to design, develop, implement, and maintain a professional human resources function at Community College of Vermont; to oversee, administer and communicate the human resources services and programs for CCV; to be advisory to the college and/or administer the activities relating to classification and compensation, recruitment and hiring, training and development, worker's compensation, benefits administration, legal compliance, employee relations, and other human resource functions; and to participate in college-wide and system-wide planning and collaboration for human resources interests.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- In coordination with the VSC, oversee, administer, maintain and communicate all aspects of human resources services and programs at CCV, including compensation and employee benefits plans.
- Develop maintain and interpret policies and procedures to address CCV needs as well as ensure compliance with legal requirements and the *VSC Personnel Handbook*.
- Plan, organize and implement College-wide employee training and development aligned with strategic thinking and related system-wide efforts.
- Play an active role in employee relations efforts; continuously research and plan for implementation of best practices, new processes and changes in keeping with workplace and higher education trends.
- Review, evaluate and recommend classifications for new positions. With the Dean of Administration, advise the President on hiring, compensation and other HR functions. Review potential salary offers to ensure internal and external equity. Make recommendations regarding staff allocation, draft position descriptions and update existing descriptions as needed.
- Work with CCV Payroll to administer and monitor CCV's employee benefits in coordination with VSC to ensure plans meet legal requirements and VSC financial and personnel standards. Advise college community on policies and procedures related to benefits package administration; and inform employees of plan features and changes.
- Prepare and maintain databases and reports and other confidential HR information.

- Prepare and maintain a wide range of policies, procedures and guidelines to ensure CCV's compliance with state and federal regulations and statutes, and internal policies.
- Stay abreast of developments in the field of human resources.
- Manage personnel contracts
- Work closely with the VSC Human Resources and other college designees to maintain compliance and ensure consistent personnel and benefits practices in areas such as Policy 311, ADA/504, FMLA, FLSA and Equal Opportunity.
- Maintain communication with a variety of contacts and participate in affiliated groups to keep informed and to represent the interests of the College in matters related to personnel and communications.
- Perform research and conduct special projects to inform the College community and President's Council about concepts and systems related to HR.
- With input from the President's Council and CCV community, develop and implement a strategic human resources plan.
- Serve as a member of the VSC Human Resource Council; participate in system-wide HR-related activities as requested.
- Facilitate conflict resolution among CCV employees where appropriate.
- Facilitate and coordinate print and electronic recruitment procedures.
- Initiate and participate in activities leading to a healthy workplace and the fair and equitable treatment of employees in accordance with VSC and CCV policies.
- Manage employment search processes; facilitate and coordinate print and electronic recruitment procedures.
- Maintain and manage personnel files and records in accordance with VSC and federal and state procedures.

### **SUPERVISION RECEIVED**

General supervision is received from the Dean of Administration.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of payroll and human resources team.

### **MINIMUM QUALIFICATIONS**

Master's degree in Administration, Human Resources, Human Services or related field, plus five to ten years experience in administration or personnel or a combination of education and experience from which comparable knowledge and skills are acquired. Ability to foster a collaborative and service-oriented approach to human resource management. The successful candidate will demonstrate excellent interpersonal skills and an impressive work ethic.

- Knowledge of laws, practices and systems related to Human Resources.
- Knowledge and experience with employee benefits administration.
- Knowledge and experience with compensation system administration.

- Ability to balance a wide variety of responsibilities with need to be responsive to many individuals and groups with immediate needs for information and assistance with sensitive personnel-related requests.
- Ability to think globally and apply experiences in a creative and strategic manner
- Experience with computerized HR database management system and a variety of other computer systems and applications including the Microsoft Office Suite.
- Excellent written and oral communication and training skills.

Modified: 1/15/2007

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.