



## Job Description Classification

### **DIRECTOR OF HUMAN RESOURCES/CSC NON-BARGAINING UNIT**

**GRADE 15  
EXEMPT**

#### **BASIC FUNCTION**

In cooperation with and under the supervision of the President, to design, develop, implement and maintain a professional human resources function for the college; to supervise payroll, benefits administration, compensation, training and development, worker's compensation, legal compliance, employee relations, labor relations and other human resources functions.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- In coordination with the VSC, oversee, administer, maintain, and communicate all aspects of human resources services and programs for the college, including compensation and employee benefit plans.
- Develop and maintain policies and procedures to address the college's needs and legal requirements.
- Plan, organize and implement college-wide employee training and development aligned with strategic plans 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. Advise the President on hiring, compensation and other HR functions. Review potential salary offers to ensure internal and external equity. Make recommendations regarding staff allocations, draft position descriptions and update existing descriptions as needed.
- Administer and monitor the college'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.
- Oversee the work of payroll administration.
- Prepare and maintain databases, reports and other confidential general HR information; provide and maintain an inventory of forms, certificates, insurance policies and other pertinent information.
- Prepare and maintain a wide range of policies, procedures and guidelines to ensure the college's compliance with state and federal regulations and statutes, internal policies and collective bargaining contracts.

## Director, Human Resources JSC

- Work closely with VSC Human Resources and other college designees to maintain compliance and ensure consistent personnel and benefits practices in areas such as 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 Cabinet about concepts and systems related to Human Resources.
- Stay abreast of developments in the field of human resources.
- With input from the President's Cabinet and college community, develop and implement a strategic human resources plan.
- Participate in system-wide HR related activities as requested.
- Facilitate conflict resolution among college employees where appropriate.
- Initiate and participate in activities leading to a healthy workplace and the fair and equitable treatment of employees in accordance with VSC and college policies.
- Facilitate and coordinate print and electronic recruitment procedures.
- Maintain and manage personnel files and records in accordance with system, college and federal and state procedures.
- Manage personnel contracts.

### **SUPERVISION**

The President provides general supervision.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration or Human Resources (master's preferred), plus 6 to 10 years experience in administration or personnel or a combination of education and experience from which comparable knowledge and skills are acquired. The successful candidate will demonstrate excellent interpersonal skills and an impressive work ethic.

- Knowledge of laws, practices and systems related to Human Resources, benefits administration, and compensation.
- 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 personnel related requests.
- Excellent written and oral communication and training skills.
- Experience working in a collective bargaining environment.
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**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.**