



Job Classification Description

DIRECTOR, HUMAN RESOURCES/OC NON BARGAINING UNIT

**Grade 15
EXEMPT**

BASIC FUNCTION

Ensure integrity of all VSC personnel policies, procedures and processes. Manage administration of all VSC benefit programs. Provide strategic human resource planning system-wide.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Research and plan for implementation of best practices, new processes and changes in keeping with workplace and higher education trends.
- Provide leadership and direction to the VSC Human Resources Council to assure consistency and uniformity in all areas of VSC benefits and personnel programs.
- Develop and implement a system wide schedule of regular training opportunities in key areas including compliance (FERPA, HIPAA, ADA, etc.); Supervisor Development (Evaluations, remediation, discipline/discharge); Prevention (wellness, health and safety) and IT data security.
- Implement and manage system-wide strategies to communicate with employees at all levels of the colleges on a wide variety of subjects including benefits, policies, procedures, and the Employee Handbook.
- Manage and administer benefits plans system wide including eligibility, notifications, change reporting, claims resolution and troubleshooting and communicating benefit information to employees.
- Oversee and manage system-wide human resources data including bargaining unit status, salary information, faculty points, employee position, status.
- Maintain the VSC classification and compensation systems including evaluating reclassification, new position requests.
- Review and revise system-wide job descriptions as appropriate.
- Research and recommend strategic initiatives in the areas of and retaining employees based on workforce trends.
- Prepare and maintain a wide range of databases and spreadsheets for personnel records, retirees, collective bargaining, part-time faculty credits, benefits and other related matters.
- Prepare internal administrative reports and surveys, as well as various reports for trustees, government agencies, professional organizations and others.
- Ensure compliance of annual cycles for human resource programs and perform duties related to benefits and personnel cycles.
- Maintain confidential files, prepare letters of appointment and provide orientation for new personnel in the Chancellor's Office.

- Maintain and update a wide range of personnel manuals, collective bargaining contracts and VSC Board policies and procedures.
- Keep abreast of current developments in higher education personnel, benefits practices and contract(s) language.
- Participate in various system wide committees and teams as assigned and represent the VSC at external meetings and functions.
- Perform related duties or special projects as assigned.

SUPERVISION RECEIVED

General supervision is received from the Senior Vice President .

MINIMUM QUALIFICATIONS

Bachelor's degree in business or other appropriate discipline, plus five to seven years of relevant personnel and/or higher education administration experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Considerable knowledge of principles and practices of personnel administration.
- Excellent oral and written communication skills
- Experience in training in a wide variety of compliance areas and supervisory skills.
- Ability to communicate effectively with a wide range of college administrators and staff, often regarding highly sensitive or confidential matters.
- Good writing, analytical, problem-solving, organizational and administrative skills.
- Excellent computer skills and previous experience with moderately complex manual and computerized records; spreadsheet competence essential.

This general outline illustrates the type of work that 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.