



Vermont State Colleges
Job Description Classification

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

GRADE 15

BASIC FUNCTION

To oversee, manage and administer the human resources functions of Vermont Technical College; to participate in the College-wide planning and collaboration for human resources interests; and to assist with employee relations matters.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- In coordination with the VSC, oversee, administer, maintain and communicate all aspects of human resources services and programs at VTC, including compensation and employee benefits plans.
- Develop and maintain policies and procedures to address VTC needs and legal and general HR practices.
- Play an active role in employee relations efforts; continuously research and plan for implementation of best practices, new processes changes in keeping with workplace and higher education trends.
- Coordinate consistent operations of the VSC system at VTC including: Review, evaluate and recommend classifications for new positions, advise the President and Dean on hiring, compensation and other HR functions. Make recommendations for staff positions, draft position descriptions and update existing descriptions as needed.
- Administer and monitor VTC 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 and supervise the work of payroll administration; prepare and maintain data bases and 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 VTC's compliance with state and federal regulations and statutes, internal policies and collective bargaining contracts

- 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 Cabinet about concepts and systems related to Human Resources.
- Stay abreast of developments in the field of human resources.
- With input from the Cabinet and VTC community, develop and implement a strategic human resources plan.
- Participate in system-wide HR related activities as requested.
- Plan, organize and implement VTC-wide employee training aligned with strategic plans and related system-wide efforts.
- Facilitate problem-solving and resolution among all VTC employees.
- Initiate and participate in activities leading to a healthy workplace and the fair and equitable treatment of employees in accordance with VSC and VTC policies.
- Participate in Cabinet meetings as requested by the President.
- 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.
- In coordination with other functions, and as required by contractual agreements, and as required by any contractual agreements, manage all personnel contracts including faculty, administrative and off-campus contracts.

SUPERVISION RECEIVED

General supervision is received from the President.

SUPERVISION EXERCISED

Administrative and functional supervision of payroll and ancillary functions.

MINIMUM QUALIFICATIONS

Master's Degree in Administration or Human Resources with Masters preferred, plus six to 10 years experience in administration or personnel or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of personnel laws, practices and systems.
- Knowledge and experience with employee benefits 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 personnel-related requests.
- Good word processing and other computer skills.
- Excellent written and oral communication and training skills.
- Experience in a collective bargaining environment.

This is 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 classifications.