

POSITION DESCRIPTION

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

DIVISION: FINANCE

ANNUAL SALARY: COMPETITIVE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: VICE PRESIDENT OF FINANCE

SCHEDULE DETAILS: DIRECTOR/FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: OCTOBER 21, 2020

Position Summary

The Director is responsible for Human Resources management, including compensation and salary administration, recruitment and employment processes, employee records management, policies and procedures, payroll and benefits, training and development, employee relations, departmental budgeting, and compliance with appropriate employment laws and regulations. The Director provides advice and counsel to the President, Vice Presidents and other staff in all areas of human resources management.

Essential Job Duties

- Provide leadership and direction for the college and its employees regarding personnel matters. Serve as liaison with administrators, directors and supervisors on HR issues.
- Serve as a Title IX Coordinator in conjunction with designated Title IX Coordinator in Student Affairs.
- Develop, maintain, and ensure consistent and fair application of personnel policies, practices, and procedures, with approval of administration and Board of Trustees as appropriate and in compliance with government regulations. Maintain Employee Handbook/Policy and Procedure Manual, update as needed, and ensure distribution and availability.
- Oversee payroll and benefits administration, including Worker's Compensation and Unemployment claims.
- Ensure that the college is in compliance with all labor, equal employment opportunity, and employee relation statutes and regulations; e.g., Equal Opportunity Act, Fair Labor Standards Act, Title IX, Title VII, Age Discrimination in Employment Act, Equal Pay Act, E-Verify, and Family and Medical Leave Act.
- Oversee the receipt and screening of employment applications, maintenance of applicant files, and maintenance of EEO statistics on applicants; and act as liaison to interview committees.
- Work appropriate supervisors in placement of advertisements/postings for positions and track results of advertising in terms of attracting applicants.
- Oversee new hire processes including the preparation of personnel recommendations for Board approval, contracts/wage notices, benefits information, notifications, Jenzabar and Email accounts set-ups, etc.
- Develop and maintain job descriptions as needed in consultation with appropriate supervisors.
- Develop and maintain salary schedules; and monitor and maintain placement of employees on salary schedules.
- Write and issue annual employment contracts (except for adjunct faculty) and wage agreements, in consultation with the President, Vice Presidents, and Directors.
- Coordinate and oversee staff development program.
- Ensure accuracy and accountability of personnel information on all college employees by supervising maintenance of personnel records, including hires, promotions, transfers, performance reviews, and terminations.
- Keep records of employee characteristics for governmental and other reporting purposes and complete reports as required.
- Maintain classification system for exempt and non-exempt employees.
- Serve as compliance officer for equal opportunity, Title VII, ADA, sexual harassment, and related issues for employees; and adjudicate any grievances filed in accordance with the Employee Grievance Policy.
- Plan and conduct new employee orientation.
- Participate in the accreditation process as needed.

- Serve as administrator of the HR Jenzabar module and configure as necessary.
- Remain current on changing employment laws and regulations and recommend implementation of any necessary changes in policy or procedure.
- Analyze wage and salary packages, worker availability, personnel trends, etc., for administration's strategic planning purposes.
- Develop and manage the departmental budget.
- Promote a positive image of the college by participating in community organizations and professional associations as needed.
- Perform other related duties as required and assigned by the appropriate administrator.

Required Knowledge, Skills & Abilities

- A minimum of a Bachelor's Degree in HR or related area
- At least three years related supervisory work experience
- Familiarity with federal, state, and local laws relating to employment practices and ability to translate statutory provisions into applicable college policies, regulations, and procedures
- Experience with and knowledge of employee benefit programs (e.g., health insurance, retirement plans, etc.)
- Knowledge of issues pertaining to appropriate handling of confidential material
- Ability to effectively present information to employees, administrators, public groups, and/or the Board of Trustees
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, and community members
- Understanding of and commitment to the community college philosophy and mission

Preferred Knowledge Skills & Abilities

- Master's Degree and professional certification
- More than three years related supervisory work experience

Information Technology Abilities

- Operate standard office equipment such as computers, copiers, and telephones
- Ability to perform computer functions, including email, word processing, spreadsheet, database and presentation functions
- Ability to understand campus-wide computer systems, programs, and network
- Expertise with computer information systems and capabilities, including database design and management and spreadsheet applications
- Ability to use Jenzabar system and configure Organization Jobs, Positions, etc.

Positions Supervised

- Payroll Accountant/Benefits Specialist
- Payroll/Benefits Assistant
- HR/Finance Administrative Assistant

Working Environment

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals
- Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate business-like apparel are required

Physical

- Sedentary work involving sitting part of the time, but will involve mobility within the office, campus, and external locations
- Input and access information-using computers
- Ability to lift and/or move up to 25 pounds
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to devise or modify methods or processes to solve specific problems
- Ability to work with and apply mathematical concepts
- Ability to interpret an extensive variety of technical and statistical material

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including employees, students and the general public
- Ability to read and understand technical journals, financial reports, and similar publications
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from supervisors, employees, and applicants

******CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.***