



## JOB DESCRIPTION

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| <b>JOB TITLE:</b> Director of Human Resources | <b>FLSA:</b> Exempt           |
| <b>Department:</b> Human Resources            | <b>Date Revised:</b> 10/16/23 |
| <b>Security Sensitive:</b> Yes                | <b>Grade:</b> D-62            |
| <b>Reports To:</b> President                  |                               |

### **Job Summary**

Under the direction of the President, the Director of Human Resources plans, organizes and directs the activities of the Human Resources programs, including policy development, compensation, benefits, performance management, employee relations, training, regulatory compliance, organizational development, and payroll.

### **Essential Functions**

- Advises the President, Vice Presidents, Deans, Department Supervisors, Line Supervisors, and all other employees in a comprehensive range of information including but not limited to: employment law, liability, legal and local policies and procedures ensuring compliance with local, state and federal laws;
- Establishes and implements short and long-range department goals, objectives, policies and procedures;
- Monitors and evaluates program effectiveness and effects organizational change;
- Reviews and evaluates pending legislation, legal mandates, regulations and guidelines which may affect the College's programs and systems;
- Develops, updates and implements policies, procedures and handbooks in accordance with Local and Legal Policies;
- Serves as the College's Title IX Coordinator and investigative compliance officer for all complaints;
- Serves as the College's Section 504 Coordinator and investigative compliance officer for all complaints;
- Refers employees to professional counseling and coordinates return to work programs;
- Coordinates grievance hearings;
- Represents the district in employee disciplinary actions, grievance resolutions and hearings; serves as designated employee grievance and investigative compliance officer for discrimination complaints;
- Ensures Elective 403(b) Plan and ORP 403(b) Plan to be compliant with IRS regulations;
- Supervises enrollment of all benefit eligible employees in State's group insurance programs;
- Coordinates and supervises all open enrollment including group insurance, retirement, voluntary coverage, 403(b) and 457(b);
- Ensures compliance with all payment remittances (when applicable) to: ERS, ORP, TRS, the State Comptroller, and TWC;

- Directs premium reconciliation on all deductions, contributions, monthly statements, and reports;
- Supervises, trains and evaluates assigned staff;
- Develops and manages annual budget; monitors and oversees expenditures;
- Serves on district planning policy making and other committees as requested by the College President;
- Monitors and administers workers' compensation;
- Responds to unemployment claims and appeals and represents the College during hearings;
- Reviews workers' compensation claims, coordinates light duty programs, acts as liaison for the employee, physician and the insurance carrier. Represents the College at all hearings;
- Serves as Administrator of the College Catastrophic Leave Pool; reviews all applications and chairs review committee;
- Responds to Open Records requests and Employment Verifications;
- Ensures completion and submission of all HR, payroll reports, and salary surveys;
- Maintains department web pages;
- Maintains college organization chart, job descriptions, and classification plan;
- Directs, coordinates and verifies delivery of College's payroll;
- Ensures all reporting requirements in compliance with Internal Revenue Service, ERS, TRS and other benefits providers;
- Reconciles monthly payroll to the general ledger;
- Calculates termination payments in compliance with College policy and federal and state laws; calculates adjustments, special pays, retroactive payments and overpayment of wages; issues manual payments as required;
- Ensures the timely payroll reporting, 941s, TWC and timely distribution of W2s and 1095Cs;
- Prepares timely and accurate faculty contracts;
- Directs and administers recruitment and employment search committees;
- Prepares vacancy notices, advertises open positions, runs criminal background checks;
- Ensures personnel files and all payroll records are maintained in compliance with all state and federal laws including records retention requirements;
- Directs new hire orientation encompassing all benefits, policy/ procedure overview, FERPA information and an organizational structure review;
- Conducts exit interviews with terminating/retiring;
- Directs and administers classification and salary administration, workforce planning, benefit administration and employee relations;
- Provides leadership and direction for employee training and staff development.
- Directs and monitors computerized human resource system to maintain data integrity and consistency;
- Audits and maintains accurate records of employee leave benefit use and leave accruals;
- Processes and tracks yearly non-faculty employee performance evaluations;
- Coordinates years of service awards program;
- Coordinates Annual Employee Performance awards selection committee and presentation of awards at the Awards Banquet;
- Performs special studies, projects and administrative tasks as required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills and Abilities**

- A Master’s degree in Business Administration, Human Resources Management, Public Administration or related field; five years progressively responsible human resources experience, including three years supervisory; or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Texas Higher Education experience is preferred.
- Knowledge of federal, state and local employment laws and regulations governing Human Resources;
- Knowledge of human resources management principles, practices and techniques;
- Knowledge of management principles and practices;
- Knowledge of a variety of human resources programs including employment, compensation, classification, benefits, and related areas;
- Still analyzing complex problems and identifying solutions;
- Skill in mediating disputes;
- Skill in analyzing college-wide human resources program needs;
- Skill in developing and implementing new programs;
- Skill in resolving conflicts and negotiating resolutions;
- Skill in developing and implementing policies and procedures;
- Skill in establishing and maintaining effective working relationships with other department staff, faculty, students, and the public;
- Skill in presenting ideas and concepts orally and in writing;
- Ability to apply and adapt procedures and techniques to the special requirements of senior management;
- Proficiency in the use of various computer software applications (Word, Excel, Power Point, Access), and various HRIS;

**Work Environment**

- Work is primarily performed in a climate-controlled office without exposure to safety or environmental issues.

**Special Requirements**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date