



JOB DESCRIPTION

JOB TITLE: Director of Human Resources and Risk Management	FLSA: Exempt
Department: Human Resources	Date Revised: 5/16/18
Security Sensitive: Yes	Grade: D-64
Reports To: President	

Job Summary

Under the direction of the President, the Director of Human Resources and Risk Management plans, organizes and directs the activities of the Human Resources and Risk Management 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, risk management, property, 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 EEO Officer;
- Serves as the College's Title IX Coordinator;
- Provides leadership, goals, timetables and other data essential to implement, administer and evaluate an Affirmative Action plan;
- 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, completes TWCC1, TWCC6, monitors TWCC 73; 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;
- Administers the College's Alcohol and Drug Abuse Policy, within the United States Department of Transportation guidelines. Executes random monthly drug/alcohol testing and confers with Medical Review Officer as needed.
- Responds to Open Records requests and Employment Verifications;
- Completes HR report preparation and salary surveys including but not limited to CBM008, IPEDS, AA/EEO reports, TWC, EEOC, THECB, TACCHRP, TACCBO, LBB, TACC, TCCTA reporting, ORP annual reporting;
- Maintains department web pages;
- Maintains college organization chart, job descriptions, and classification plan;
- Administers the College's Employee Safety Program; monitors accident reports, conducts accident investigations, facilitates department safety meetings and conducts quarterly safety audits;
- Reviews, revises and negotiates the College's liability, workers compensation, and unemployment coverage to lower premiums and optimize coverage;
- Coordinates with FEMA, TWIA and College insurance carriers in the event of a loss;
- Composes and submits all Disaster Recovery Project Work Summaries to all College insurance carriers (TASB, Fidelity- NFIP, TWIA, PEP-IP- Excess Wind and FEMA);
- 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;
- Prepares timely and accurate Faculty contracts;
- Directs and administers recruitment and employment search committees;
- Prepares vacancy notices; advertises open positions, liaisons with Texas Workforce Solutions; runs Criminal Background Checks;
- Creates and maintains personnel files;
- Prepares timely and accurate Faculty contracts;
- Directs new hire orientation encompassing all benefits, policy/ procedure overview, FERPA information and an organizational structure review Conducts exit interviews with terminating/retiring;
- Maintains personnel and payroll records as set forth in records retention schedules;
- 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;
- 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