

## **DIRECTOR OF HUMAN RESOURCES**

### **GENERAL STATEMENT:**

Supervises and coordinates the employment process and the employee benefits programs of the College.

### **REPORTS TO:**

Vice President of Resource Management and College Relations

### **OCCUPATIONAL GROUP:**

Professional, Non-Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree; Emphasis in personnel administration or management areas preferred; Master's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years work experience in human resources involving equal employment opportunities, employee benefits programs; Community college or university experience preferred.

#### **OTHER:**

Ability to communicate effectively, both orally and in writing, and to establish and maintain an effective working relationship with the employees of the College.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate the employee benefits program of the College including, but not limited to, insurance, retirement, workers' compensation, attendance records (leaves and absences), etc.
- Prepare and collect documentation for new full-time employees.
- Maintain documentation for input to the Employees Retirement System of Texas mainframe, i.e., new employees, address changes, changes in insurance coverage, etc.
- Coordinate the Teacher Retirement System of Texas TRAQs program.
- Serve as the Affirmative Action/Equal Employment Opportunity Officer.
- Coordinate the efforts of the College to comply with the various Federal and State laws including, but not limited to, Title IX, Section 504, Americans with Disabilities Act, Affirmative Action, etc.
- Supervise the application for employment process.
- Prepare job verifications and/or references for employees.
- Complete and submit legal documents, reports, and surveys to the EEOC, Coordinating Board, and other Federal, State, and local regulatory agencies.
- Assist the Payroll Department in the completion of salary and benefit reports to Federal, State, and local regulatory agencies.
- Develop, recommend, and provide oversight for budgets in areas of responsibility.
- Coordinate election processes required for the College.
- Prepare faculty/staff scholarship eligibility list for financial aid office.
- Other duties as assigned by the vice president of resource management and college relations or the president.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Some overnight travel required.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 08/01/97*

*Revised: 08/05/08*

JD221