



Trinity Valley Community College

Job Description

Director of Human Resources

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

As the Chief Human Resources Officer for the college district, provides strategic leadership and direction to all facets of human resources, organizational development and effectiveness, talent management, employee relations and advocacy. Oversees payroll, salary/benefits administration, and institutional policy administration. Serves as compliance officer for Title IX, ADA as amended and EEOC; manages Board of Trustee elections and serves as the college's elections administrator.

REPORTS TO:

Vice President of Administrative Services and Chief Financial Officer/Dotted line to President for Title IX matters

SUPERVISES:

Human Resources Department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's Degree in related field

PREFERRED:

Master's Degree in Human Resource Development, Human Resource Management, Management

EXPERIENCE REQUIRED:

Five (5) years' experience in senior-level human resource management

PREFERRED:

Supervisory experience required, budget management experience preferred, higher education experience

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices
- Advertising/Marketing practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.

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- Provides strategic direction and oversight to the College District's employee wage and salary programs; ensures regulatory compliance and competitive salary levels necessary to attract and retain qualified staff.
- Provides direction and oversight in the development and implementation of employee relations strategies and programs designed to minimize and mediate workplace disputes, and to foster a positive and productive work environment.
- Directly participates in executive planning and decision making for the College district; provides broad administrative leadership and coordination to the College Administration.
- Manage human resources staff and services including personnel recruitment and retention, new employee orientation, salary/benefits administration, payroll, talent management, personnel classification and compensation structures, employee scholarship and tuition reimbursement, employee relations, recognition, assistance and advocacy, conflict resolution, training and development, workers' compensation insurance, and unemployment claims.
- Insure compliance with laws, regulations and associated reporting requirements pertaining to payroll and personnel administration including but not limited to FLSA, FMLA, IRCA, ADA as amended, Title IX, EEOC/Affirmative Action, OCR, DOL, TWC, THECB and Office of the Secretary of State for the purpose of risk management and mitigation.
- Insure compliance with institutional policies and procedures pertaining to HR administration.
- Advise administration on organizational development and effectiveness, design, and structure; support staff in maintaining the college's organizational charts.
- Provide guidance to supervisory personnel on HR matters such as assistance in defining position content, writing job descriptions, evaluating job applicants, and completing required HR documentation such as Requests for Personnel, Personnel Action Requests, performance appraisals and performance improvement plans.
- Review and approve special assignment agreements and timesheets as needed for compliance and accuracy.
- Oversee and support departmental staff activity pertaining to benefit plan administrator systems (ERS, TRS, ORP, and 403b), insuring timely and accurate processing and reporting of plan participant information.
- Oversee and support departmental staff activity pertaining to payroll processing to insure accuracy and completeness of payroll related information in the college's financial records.
- Work closely with and Senior Business Analyst to establish annual salary budgets for each institutionally funded benefits-eligible position in the college's financial system
- Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses.
- Direct and assist HR staff and employee community with annual benefit plan enrollment, generation of annual employment contracts and salary statements, and faculty salary schedules.
- Consult with legal counsel regarding personnel matters when necessary
- Collaborate with and provide user support to Information Technology to develop, maintain and enhance the college's ERP.
- Evaluates departmental procedures to streamline and/or automate processes, improve customer service, reduce paper-flow, and improve human resources data management; plans and implements changes as required.
- Ensures open communications with staff organizations and faculty governing bodies.
- Serve as Title IX Coordinator, working with Student Services personnel and others as appropriate.
- Provides ongoing consultation with College stakeholders regarding Title IX requirements, compliance and grievance resolution.
- Provides resource referrals to students and staff involved in investigations.
- Cultivates relationships and collaborates with a variety of campus partners to ensure Title IX policies are communicated to all constituencies

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- Serves as the college's subject-matter expert on requirements of and compliance with Title IX, VAWA, Campus SaVE, and related federal and state laws.
- Develops, delivers and oversees culturally responsive educational programs for students, faculty, and staff including disseminating educational materials and conducting outreach and training.
- Organizes and maintains all training and complaint records.
- Develops and implements a case management database to organize, manage, and track Title IX incidents.
- Coordinates Title IX efforts with other institution offices that receive or investigate complaints
- Gathers evidence and investigates incidents and complaints reported as Title IX violations filed with the Office of Equity and Inclusion. Advises impacted parties and respondents of their rights.
- Coordinates interim measures and accommodations with departments throughout the District.
- Ensures a fair, timely, and well-documented investigative process. Maintains accurate and thorough records and notes of investigatory process.
- Creates comprehensive written investigate reports that clearly identify the issues investigated, identify all relevant university policy, and summarize all relevant evidence.
- Creates partnerships among the diverse constituency of the district and region.
- Evaluates and determines merit/no merit of complaint claims.
- Summarizes case findings in preparation for distribution.
- Tracks, trends, reports, and addresses systemic problems relating to complaints.
- Assist in maintaining system-wide training modules for complying with personnel training requirements under federal and state law such as Title IX, discrimination, sexual harassment and other similar programs.
- Assist in the development, implementation and maintenance of organizational training programs.
- Direct and conduct internal personnel investigations, working with appropriate supervisory personnel.
- Administer legal and local board policies including drafting new policies for consideration by supervisor, providing policy interpretation and compliance assistance to faculty, staff and administration, and communicating policy updates to appropriate personnel.
- Maintain TASB Board Policy Online and serve as point of contact for TASB policy consultant.
- Provide guidance to colleagues in locating, developing, maintaining and complying with policies for which they are responsible.
- Insure the timely and accurate processing of purchase orders and invoices for areas of responsibility.
- Monitors and evaluates legislative filing, statutes, and schedules that affect college operations, including interaction with elected officials.
- Plans, coordinates, and implements all college elections processes and programs to include oversight of staff, operations, and facilities.
- Serves as election matters staff expert for college; provides reports on election matters to administration and Board of Trustees.
- Serves as the elections compliance officer, maintaining all election legal records, filings, candidate filings, financial record filings, and other required elections records.
- Maintains Board of Trustees web page working with county elections offices to provide schedule coordination with other subdivisions for joint elections.
- Other duties as assigned by the VP of Administrative Services and CFO or other authorized administrators.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.

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- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Finger dexterity, Talking, Hearing, Seeing, Repetitive Motions, Sedentary, Computer Work
- May need: Light Work
- Occasionally need to: Standing, Walking

MENTAL DEMANDS:

- Intense Noise: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control: More than 50% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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: 7/18/01

Revised: 10/20/2021



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Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1629
DBM:	E	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-3121	Employment Status:	Full-Time
Salary Range:	295	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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