

PROFESSIONAL JOB DESCRIPTION

Exempt; Full-time

POSITION TITLE: Director of Human Resources

DEPARTMENT: Human Resources

PURPOSE: Coordinate and manage the human resource-related functions for the College, including recruitment, compensation administration, personnel records, employee contract administration, Equal Employment Opportunity, and compliance by the College of personnel policies and state/federal laws and requirements.

ESSENTIAL FUNCTIONS

Direct employment activities for all .5 FTE or more positions, ensuring properly qualified applicants are recruited and hired for the positions. Coordinate selection and promotion of intra-college personnel. Implement programs, policies, procedures and controls regarding employment; analyze manpower, turnover and other personnel statistics. Work closely with screening committees adapting processes and workflow to recruitment needs for each individual opening.

Prepare, process and direct the input and initialization of employment contracts for full and part-time staff. Approve all part-time contracts issued to employees. Monitor employment contracts for equal and fair application of salaries and benefits. Monitor time records to ensure part-time work reflects less than .5 FTE and notify appropriate persons of possible problems.

Administer classification and compensation system. Gather and interpret salary data. Investigate and analyze job content and determine classification and salary levels. Prepare and update job descriptions.

Investigate, recommend, and prepare policies effecting personnel. Consult with administration on interpretation and administration of personnel policies. Advise supervisors and others on resolving personnel matters and interpretation of personnel policies and records.

Prepare and submit, or oversee the preparation of various personnel reports as scheduled or requested. Conduct research into personnel programs and activities as requested.

Monitor use of leave time in compliance with contracts, policies, and state and federal laws. Resolve issues with employees regarding appropriate use of leave time.

Conduct research into personnel programs and activities, and recommend changes or innovations where desirable.

Oversee and assist in administering employee benefits.

Maintain, research and submit information regarding budget as needed.

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.

- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

MANDATORY: Bachelor's degree in human resources, sociology/psychology or public/business administration and four years of professional experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Broad knowledge of human resource field, state and federal laws and regulations regarding employment, wage and hour, leaves, etc. Knowledge of compensation and job evaluation methods, recruitment strategies and techniques, statistics, performance evaluation methods, and employee counseling and conflict resolution methods. Able to communicate effectively verbally and in writing.

PREFERRED: Human Resources certification (PHR/SPHR).

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Minimum physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work area is typical of most office environments. Travel and evening and weekend hours may be necessary to attend monthly Board of Education meetings, HR Director meetings, and trainings.

SUPERVISORY RESPONSIBILITY

Supervises one full-time secretary and up to one part-time or student employee. Responsible for performance evaluations of staff. Carries out other supervisory responsibilities in accordance with college policies and applicable laws. Responsibilities include: interview, hire, and train employees; plan, assign, and direct work; reward and discipline employees; address complaints and resolve problems.

SUPERVISION RECEIVED

Works under the general direction of the Dean of Administrative Services.

The above description covers the most significant duties performed but does not include other related occasional work.

*Created 1998;
Updated 7/07; 9/10*

I have read and understand this position description.

Employee Signature

Date