



Job Description Classification

**DIRECTOR OF HUMAN RESOURCES/JSC
NON-BARGAINING UNIT**

**GRADE 15
EXEMPT**

BASIC FUNCTION

In cooperation with and under the supervision of the President, to design, develop, implement and maintain a professional human resources function for the college; to supervise payroll, benefits administration, compensation, training and development, worker's compensation, legal compliance, employee relations, labor relations and other human resources functions.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- In coordination with the VSC, oversee, administer, maintain, and communicate all aspects of human resources services and programs for the college, including compensation and employee benefit plans.
- Develop and maintain policies and procedures to address the college's needs and legal requirements.
- Plan, organize and implement college-wide employee training and development aligned with strategic plans and related system-wide efforts.
- Play an active role in employee relations efforts; continuously research and plan for implementation of best practices, new processes and changes in keeping with workplace and higher education trends.
- Review, evaluate and recommend classifications for new positions. Advise the President on hiring, compensation and other HR functions. Review potential salary offers to ensure internal and external equity. Make recommendations regarding staff allocations, draft position descriptions and update existing descriptions as needed.
- Administer and monitor the college's employee benefits in coordination with VSC to ensure plans meet legal requirements and VSC financial and personnel standards. Advise college community on policies and procedures related to benefits package administration; and inform employees of plan features and changes.
- Oversee the work of payroll administration.
- Prepare and maintain databases, reports and other confidential general HR information; provide and maintain an inventory of forms, certificates, insurance policies and other pertinent information.
- Prepare and maintain a wide range of policies, procedures and guidelines to ensure the college's compliance with state and federal regulations and statutes, internal policies and collective bargaining contracts.

Director, Human Resources JSC

- Work closely with VSC Human Resources and other college designees to maintain compliance and ensure consistent personnel and benefits practices in areas such as ADA/504, FMLA, FLSA and Equal Opportunity.
- Maintain communication with a variety of contacts and participate in affiliated groups