o Description Classification

DIRECTOR, HUMAN RESOURCES/LSC   **GRADE 15**
Non-Bargaining Unit   **EXEMPT**

BASIC FUNCTION

To oversee, manage and administer the human resources functions at Lyndon State College, to participate in college-wide and system-wide planning and coordination for human resources interests, and to assist the employee relations matters.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- In coordination with the VSC oversee, administer, maintain and coordinate aspects of human resources services and programs at LSC including compensation and employee benefits plans.
- Develop and maintain policies and procedures to address LSC needs such as legal compliance and general HR practices.
- Play an active role in employee relations efforts, continuously research and plan for implementation of best practices, new processes and changes in keeping with labor practice and higher education trends.
- Coordinate consistent operations of the HR personnel system at LSC including: review, analyze and recommend classifications for new positions and use on hiring compensation and other HR functions, make recommendations for staff positions, draft position descriptions and update existing descriptions as needed.
- Administer and monitor employee benefits in coordination with the VSC to ensure compliance with legal requirements, the various VSC union agreements, and the VSC *Personnel Handbook*.
- Administer and monitor staff evaluation processes ensuring compliance with bargaining agreement procedures and deadlines.
- Prepare and maintain databases and reports and other confidential HR information.
- Inform the college community of policies and procedures related to benefits package, administration and plan features and changes.
- Monitor compliance with state and federal HR regulations and statutes concerning policies and collective bargaining contracts.
- Serve as a member of the VSC Human Resource Council, participate in system-wide HR related activities as requested, work closely with the VSC Human Resources and other college designees to maintain compliance and ensure consistent...

7/27/2006

Director   Human Resources L C
Page

- Prepare staff and adjust or contracts for new hires and during regular employment cycles
- Organize new employee orientation programs in both group and individual settings. Assure that materials and information are continuously updated
- Maintain and manage personnel files and records in accordance with   C and federal and state procedures
- Coordinate activities for special   Required events such as years of service awards
- Maintain communication with a variety of contacts and participate in affiliated groups to keep informed and to represent the interests of the College in matters related to personnel and communications
- Stay abreast of developments in the field of human resources
- Assist with carrying out special projects as assigned