NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Human Resources and College Relations

Department: Human Resources
FLSA Status: Exempt
Grade/Level: Admin/Prof III
Work Schedule: Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE: The Director of Human Resources provides college-wide leadership for all aspects of the human resources functions including employment opportunities, recruitment and staffing of positions, employment compensation and benefits and payroll procedures. The director is responsible for interpreting and ensuring compliance with federal and state rules and regulations. The director is also responsible for implementing fair hiring and employment practices in accordance with institution policies and procedures. The director serves as an advisor to the President, Cabinet members, Hiring Committees and other employees in the implementation of human resource management policy and practice.

MAJOR RESPONSIBILITIES:

- Direct all employment activities and assist officials in recruiting and staffing positions; post job vacancy announcements; review applications; may interview and screen applicants for positions. Assist with the selection of screening committee membership. Support employment process within all areas. Maintain job files on positions.
- Ensure compliance with federal, state, and institutional policies and guidelines regarding employment activities and affirmative action. Prepare reports, graphs, and charts as required in support of personnel operations. Prepare annual EEOC reports. Respond to Texas Workforce Commission notices.
- Administer all aspects of the Employee Retirement System of Texas (ERS) insurance program. Advise employees on procedures for enrollment, filing of claims, and transfer of benefits. Prepare monthly insurance reports and reconciliation.
- Supervise payroll personnel. Review and coordinate payroll procedures with Senior Human Resources Generalist. Ensure compliance with institutional, state, and federal requirements in payroll procedures, computations, and deductions.
- Interpret and administer rules and regulations for state of Texas retirement programs. Responsible for releasing vesting information regarding terminated and retired employees. Responsible for monthly reports and the preparation of annual reports.
- Serve as custodian of all employee personnel records. Maintain confidential office files.
- Maintain and update salary schedules. Prepare faculty and administrative contracts based on President’s recommendations and Board of Trustees approval. Responsible for analyzing classified job descriptions and recommending placement on salary schedule.
- Serve as coordinator for the American’s with Disabilities Act and Title IX.
- Serve as an advisor to the College President concerning human resources and related matters.
- Serve on the grievance committee, classified salary appeals committee, professional / administrative appeals committee, professional development committee and other committees as assigned.
- Prepare or direct preparation of personnel documents.
- Assist and monitor personnel interventions (developmental and disciplinary). Recommend human resource-related actions to supervisors. Conduct research and assessment as needed.
- Oversee the fair and equitable administration of the performance review process.
- Maintain the College Personnel Policies Manual.
- Develop and maintain Guidelines for Employment Selection Process. Conduct training on same for employees.
- Monitor departmental budget that supports employee benefits. Approve appropriate expenditures.
• Assist administration with in-service training for employees in areas such as benefits, performance appraisals, and other areas of interest.
• Assist administration in carrying out the mission and goals of the college.
• Perform other duties as assigned.

POSITION CHARACTERISTICS:
• Required to make administrative decisions, have assigned signatory authority and independently perform human resources functions.
• Delegated responsibility for classification recommendations, and assisting in employee appeals.
• Requires strong leadership and interpersonal skills such as tact and diplomacy.
• Ability to communicate effectively both orally and in writing is required.
• Analytical, organizational, reasoning, supervisory, and problem solving skills.
• Demands flexibility and the ability to perform multiple tasks simultaneously.
• Ability to anticipate problems, exercise good judgment, and develops and applies solutions effectively.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:
• May exceed 40 hours per week on a consistent basis, including evenings and weekends.
• Visible and available on campus during the standard 40 hour work week.
• Available as necessary via phone, email and text including evenings and weekends.

QUALIFICATIONS:
• Bachelor’s degree required.
• Master’s degree is preferred
• At least 5 years of experience in the area of personnel management or related field.
• Must have working knowledge of computer technology
• Experience in higher education or community college is preferred.
• General knowledge of the various regulating agencies is preferred, as well as procedures and requirements of the Texas Higher Education Coordinating Board.
• Strong interpersonal and communication skills are required
• Must possess the ability to collaborate with diverse individuals, groups, and organizations. Strong organizational and analytical skills are important.

SIGNATURES:

______________________________________    _______________
Director of Human Resources and College Relations    Date

______________________________________    _______________
President          Date

Job description developed: 1995
Prepared by: Kenny Goodson, Jerry Henry