

**JOB TITLE:** Director, Human Resources

**DEPARTMENT:** Finance & Administration

**LOCATION:** Union Campus

**REPORTS TO:** Vice President, Finance & Administration

**FLSA:** Exempt

**LEVEL:** 206

**DATE:** 3/16/18; 06/11/2014; 9/30/2009

**POSITION SUMMARY:** Responsible for all aspects of the Human Resources function of the job which include employment, training, benefits, performance appraisals, compensation, compliance officer for employment laws and policy and procedures.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of master's degree; 5 years related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Interpret and administer the College's policies and procedures related to all aspects of personnel matters.
- Determine appropriateness of proposed employee disciplinary matters and provide direction in the administration of such discipline, including termination of employment.
- Responsible for the college's performance evaluations for employees.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Serve as Deputy Title IX Coordinator/Administrator
- Develop and monitor department budget.
- Develop and administer comprehensive compensation programs for hourly and salaried employees in compliance with Fair Labor Standards Act (FLSA) and the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Serve on selection committees for hiring all full-time employees serve as compliance officer for employment and compensation laws.
- Oversee the insurance benefits package including medical, dental, vision, life and long-term disability insurances.
- Assist with contract and renewals and open enrollment.
- Coordinate recruitment and selection activities to ensure a pool of qualified personnel.
- Develop and coordinate professional development training for employees
- Conduct new employee training.
- Counsel and advise supervisors and employees in regards to employment issues, performance and discipline and FMLA.
- Responsible for the overall operation of the Human Resources department.
- Attend professional meetings and seminars to keep current and knowledgeable on human resources issues.
- Attend monthly department meetings and Board of Trustee meetings.
- Process unemployment claims and attend unemployment and other hearings associated with employee issues.
- Assist with Employee Health Fair.
- Set vision and goals for the HR department.
- Assist with processing new employee paperwork.
- Develop user friendly, updated webpage.
- Conduct performance evaluations.
- Serve on campus and community committees.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Employment and compensation Laws: Fair Labor Standards Act, FMLA, Civil Rights Act, Age Discrimination in Employment Act, Pregnancy Discrimination Act, Americans with Disabilities Act, Vocational rehabilitation Act, Missouri Human Rights Act, Title IX; COBRA knowledge of insurance industry, teacher retirement system. Knowledge of negotiation, organizational, leadership, communication, time management, budgetary, recruitment, marketing, problem-solving skills. Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines. Excellent organizational, analytical and planning skills. Employee development and performance management skills. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude. Skill in budget preparation and budget management. Ability to handle confidential material judiciously. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to handle disgruntled employees and confrontational situations to interpret policies, procedures and federal, state and local employment practices and laws.

**LEADERSHIP and COMMUNICATION SKILLS:** Formulate and issue policies, procedures, and instructions; responsible for long- term planning within an agency, department or division. Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions. Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Strong interpersonal and communication skills. Ability to foster a cooperative work environment. Ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public. Ability to make administrative/procedural decisions and judgments. Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; and/or may write or present extremely complex papers and reports.

**DECISION-MAKING and ANALYTICAL SKILLS:** Decision-making is a significant part of job, affecting a large segment of the School Administration and the general public. Perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds. Read and comprehend technical trade journals, abstracts, financial reports and similar publications.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** Administrative Assistant; Human Resources Specialist

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*