POSITION ANNOUNCEMENT

DIRECTOR OF HUMAN RESOURCES
(REVISED)

General Description: Provides leadership and professional service and strategic direction in human resources. Responsible for all Human Resources policies, programs, and practices. Responsibilities include: planning, process design, communications, reporting, compliance, identification of needs and level of satisfaction, employee training, career development, talent recruitment and management, advice to executive council including complex problem solving, and leadership. Participates in college-wide committees. Reports to Vice President for Business Services.

Responsibilities:

Planning
- Stays current on potential changes in employment laws and regulations.
- Provides recommendations to Vice President for Business Services and executive council to best adapted to future changes.
- Maintains and evaluates the budget for the human resources functional area.
- Supports the values and institutional goals as defined in the College’s Strategic Plan. Actively works to promote this plan.

Process Design
- Designs and manages the college’s HR processes to maximize effectiveness and efficiency.
- Ensures that each process provides excellent experiences for applicants, newly hired employees, tenured employees, and administration.
- Integrates information technology into processes to maximize effectiveness and efficiency.
- Identifies opportunities for improvement and implements solutions.

Communications
- Develops, updates and maintains employee and supervisor manuals.
- Develops and maintains an excellent professional relationship with all employees.
- Exhibits an open, accessible manner that welcomes interaction with all employees.
- Keeps supervisor aware of potential changes in laws, regulations or Grayson College policies and procedures.
- Ensures that all employees know and understand the college’s HR policies and procedures.

Reporting and Compliance
- Ensures compliance with federal, state, and institutional policies and guidelines regarding employment activities and promotes diversity.
- Oversees responses to Texas Workforce Commission notices.
- Administers all aspects of the Employee Retirement System of Texas (ERS) insurance program.
- Advises employees on procedures for enrollment, filing of claims, and transfer of benefits.
- Interprets and administers rules and regulations for State of Texas retirement programs.
- Responsible for releasing vesting information regarding terminated and retired employees.
- Oversees the administration of the college’s human resources records management system to maintain compliance with local, state, federal laws and efficient recording system and ensures that workplace records are properly prepared, maintained, evaluated, and analyzed.
- Conducts and/or coordinates investigations of Title IX and Title II complaints relating to employees, assuring a fair and unbiased process.
- Serves as custodian of all employees personnel records.
- Leads the preparation of special institutional reports and surveys for external agencies.
- Prepares reports, graphs, and charts as required in support of personnel operations.

Identification of Needs and Satisfaction
- Systematically assesses needs for training.
- Measures the satisfaction level of employees and identifies trends.
- Calculates the rate of employee turnover, identifies reasons and recommends actions that lead to improvement.

Training and Career Development
- Responsible for training for employees in areas such as benefits, performance appraisals, compliance, and other areas of interest.
- Personally stays current with professional training and certifications.
- Completes all required training and professional development sessions sponsored by Grayson College.
Talent Recruitment and Management
- Develops and maintains relationships that foster the recruitment of top talent.
- Develops and maintains guidelines for employment selection process.
- Directs all employment activities and assists officials in recruiting and staffing positions.
- Responsible for the development and maintenance of job descriptions.
- Responsible for analyzing classified job descriptions and recommending placement on salary schedule.
- Responsible for personnel interventions (developmental and disciplinary). Recommends human resource-related actions to supervisors. Conducts research and assessment as needed.
- Oversees the fair and equitable administration of the performance review process.

Advise
- Provides excellent counsel to president and other executives on sensitive personnel issues.
- Recommends changes to policies and procedures where appropriate.
- Provides counsel and support to supervisors as requested.

Leadership
- Models excellent workplace characteristics by reporting to work punctually and following a work schedule to keep up with the demands of the worksite.
- Assists administration in carrying out the mission and goals of the college.
- Oversees and manages the work of the Human Resources staff and encourages their ongoing development.
- Performs other duties as assigned.

Qualifications:

Expected- Bachelor's Degree in an area related to human relations, personnel management, labor/industrial relations, public administration, business administration, or related field from an accredited college or university. Strong commitment to the mission of the college. Must exhibit the highest level of inter-personal skills. Must exhibit highest professional integrity and ability to work confidentially with discretion. In-depth knowledge of Federal, State and local employment laws; the State Education Code; and other applicable laws and legal requirements as they relate to public higher education in Texas. Considerable knowledge of current trends and practices of human resources administration; knowledge of employee classification, compensation and benefits, recruitment, selection, training and labor relations; considerable knowledge of managerial principles, techniques, and practices. Capable of organizing, conceptualizing, and prioritizing objectives for self and others. Experience in managing a high volume workflow office. Must possess the ability to collaborate with diverse individuals, groups, and organizations. Strong organizational and analytical skills. Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software, use of the internet to access data, maintain records, generate reports, and communicate with others. Experience of working effectively in a team environment with a customer service focus. Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees. Skill in researching complex issues and developing recommended actions. Skill in preparing and administering budgets, skill in planning, directing, and administering human resources programs and systems. This is a security-sensitive position. Must be able to provide evidence of ability to maintain confidentiality in a work setting.

Preferred- Master's Degree in a related field from an accredited college or university. Work experience in human resources at a community college setting. Experience in the accreditation process. General knowledge of the various regulating agencies is preferred, as well as procedures and requirements of the Texas Higher Education Coordinating Board.

Application Closing: Until filled. Employment Date: As soon as possible.

Salary: Commensurate with education and experience.

Benefits: Group Health and Life Ins. (60+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a Grayson College application the following must be provided:

- Resume
- Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
- Three (3) professional references.

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.