

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director
DEPT: Human Resources
CLASS: Administration

SALARY LEVEL:
JOB CODE:
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: Responsible for the strategic leadership and direction of the district's human resources function. Supports the strategic planning and implementation of human resources programs to include staffing, wage and salary administration, leave administration, talent management, organizational development, employee relations, payroll and benefits. Responsible for implementing legally sound and effective human resources management programs, policies and practices.

REPORTS TO: Vice President of Business Services

SUPERVISES: Coordinator, Human Resources, Payroll & Benefits Coordinator

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Knowledge of Equal Employment Opportunity/Affirmative Action guidelines.
2. Knowledge of federal and state employment laws.
3. Knowledge of software especially with spreadsheets to perform analysis and word processing.
4. Ability to communicate effectively both orally and in writing with a variety of groups of people.
5. Excellent public relations, organizational, communication and interpersonal skills.
6. Knowledge of selection, training and supervision of personnel.
7. Knowledge of compensation administration, benefits, and performance management administration.
8. Knowledge of investigation procedures.
9. Ability to prepare and manage budgets.

Education, Experience, and Licensure

1. Bachelor's degree in business or related area.
2. Minimum five years of progressively responsible experience in human resources management.
3. Supervisory experience.
4. Human Resources certification preferred.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Ensures compliance with all laws, regulations and associated reporting requirements pertaining to payroll and human resources administration including but not limited to, FLSA, FMLA, EEOC/Affirmative Action, ADA as amended, Title IX, OCR, DOL, TWC, THECB. Responsible for compliance with the policies and practices of the College.
2. Manages human resources staff and services including personnel recruitment and retention, new employee orientation, salary/benefits administration, payroll, talent management, personnel classification and compensation structures, employee/dependent scholarship program, employee relations, recognition, conflict resolution, training and development, worker's compensation, and unemployment benefits.
3. Provides strategic direction and oversight regarding the district's wage and salary programs. Ensures regulatory compliance and competitive salary levels necessary to attract and retain qualified staff.
4. Establishes and implements short and long-range departmental goals, objectives, strategic plans, policies and operating procedures. Monitors and evaluates human resources programs and operational effectiveness and implements changes required for improvement.
5. Provides direction and oversight in the development and implementation of employee relations strategies and programs designed to minimize and mediate workforce disputes and foster a positive and productive work environment.
6. Responsible for compliance with federal, state, local law, and Paris Junior College policies and procedures for the selection, training, evaluation, and supervision of all staff members.

7. Provides guidance to supervisors on Human Resources matters related to defining position content, writing job descriptions, evaluating job applicants, and completing required HR documentation such as Position Requisitions, Personnel Action Requests, Performance Evaluations and Performance Improvement Plans.
8. Responsible for providing oversight and support for the administration of all benefit plans ensuring timely and accurate processing and reporting of plan participant information.
9. Serves on Staff Development Standing Committee and assists subcommittee to direct development needs for support staff.
10. Responsible for providing oversight and support for the administration of payroll processing to ensure accuracy and completeness of payroll related information in the college's financial system.
11. Works closely with VP of Business Services to establish annual salary budgets for each institutionally funded benefits-eligible position.
12. Directs and assists HR staff and employee community with annual benefit enrollment.
13. Responsible for the generation of annual employment contracts and salary statements.
14. Serves on Employee Benefits Committee.
15. Develops and manages departmental budgets.
16. Consults with legal counsel regarding personnel matters when necessary.
17. Collaborates with Information Technology to develop, maintain and enhance college ERP.
18. Performs exit interviews with terminating employees and tracks relevant data to determine patterns or issues and suggests improvements when needed.
19. Evaluates Human Resources procedures to streamline and/or automate processes, improve customer service, reduce paper flow, and improve HR data management. Plans and implements changes as required.
20. Serves as Title IX Coordinator working with students, staff and other personnel as appropriate. Provides ongoing consultation regarding Title IX requirements, compliance and grievance resolution. Provides resource referrals for students and staff and ensures Title IX policies are communicated.
21. Ensures timely submission of all governmental/regulatory reports for Human Resources.
22. Responsible to stay abreast of new laws, mandates, regulations and best practices regarding all aspects of human resources management.

23. Assists in the development, implementation and maintenance of organizational training programs.
24. Responsible for conducting internal investigations, working with appropriate supervisors as needed.
25. Administers legal and local board policies including drafting new policies for consideration, providing policy interpretation and compliance assistance to faculty, staff and administration and communicating policy updates to employees.
26. Maintains TASB Board Policy Online and serve as point of contact for TASB policy consultant.
27. Provides guidance to colleagues in locating, interpreting and complying with policies for which they are responsible.
28. Responsible for timely and accurately processing of purchase orders and invoices for areas of responsibility.
29. Responsible for the development and updating of the Employee Procedures Handbook and the distribution to all employees.
30. Responsible for the development and maintenance of all job descriptions.
31. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for human resources area.
32. Recruits, selects, orients, trains and develops departmental staff.
33. Displays personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.
34. Demonstrates knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
35. Demonstrates leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

Employee Printed Name

Employee Signature

Date

Human Resources Signature

Date