

SOWELA

DIRECTOR, HUMAN RESOURCES JOB DESCRIPTION

Position Summary:

The Director of Human Resources (HR) is responsible for strategic leadership, including directing, planning, and implementing a high quality-based and integrated human resources program in a manner consistent with the College's vision, mission, and values. The Director will lead an organization that delivers well-conceived and designed HR programs and services. Continuous improvement and streamline processes are expected to ensure the delivery of high quality services that positively contribute to the employees work experience at SOWELA Technical Community College. The Director is responsible for the development and coordination of a centralized personnel management program, including, but not limited to, recruitment, onboarding, retention, benefit and retirement administration, employee evaluations, employee development and employee relations. The Director must work closely and in conjunction with other appropriate administrators on all personnel actions. The Director also serves as liaison with many external entities such as the Louisiana Community and Technical College System Office, the State Office of Civil Service, the Office of Group Benefits, Louisiana State Employees Retirement System (LASERS), Teachers' Retirement System of Louisiana (TRSL) and other vendors as needed.

Essential Duties and Responsibilities:

- Directs all human resources management activities of the College including but not limited to recruitment, personnel actions of all types, retention, compensation, employee relations, employee evaluations, grievance procedures, and appeals processes.
- In coordination with the Chancellor and the Executive Team, participates in the development of rules, regulations, procedures, and policies applicable to personnel.
- Advises administrators and interprets laws, rules and procedures, recommending updates of policies, including the Employee Handbook.
- Informs employees of promotion and transfer possibilities, training courses, rights, obligations, and benefits and making routine interpretations of personnel policies, regulations and standards and supervising these activities.
- Serves as Comprehensive Public Training Program (CPTP) Coordinator as defined by the Louisiana Department of Civil Service, with the responsibility of developing the College's plan for using the CPTP with a full understanding of how the CPTP fits into the College's overall training strategy. Supervises and participates in college-wide in-service training programs, including training materials.
- Keeps abreast of policies and procedures set forth by the Department of Civil Service and ensures College is in compliance with Civil Service rules and regulations. Represents the college in meetings with Civil Service staff, and may appear as the college's representative before the Civil Service Commission on personnel matters.
- Determines FMLA eligibility; interprets and answers questions regarding federal law.
- Serves as an ex-officio committee member.
- Assists administrators in determining the allocation of required positions, writing job descriptions, and establishing qualification requirements.

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- Manages the review of position classifications and job assignments of employees, recommends the proper allocation of positions, and provides data for wage analysis.
- Maintains the College's Affirmative Action Plan.
- Works with administrators to develop college wide activities for employees and students.
- Develops and directs recruitment programs and procedures to facilitate staffing with competent employees. Works with administrators to assure equal access/equal opportunity compliance.
- Manages the introduction and orientation of new employees disseminating information on applicable benefits (annuities, hospitalization, life insurance, retirement, etc.).
- Provides recommendations concerning employee relations and handling of grievances.
- Acts as liaison with the Information Technology Department in production of personnel management data bases and other relative human resource records. Monitors Human Resources web site to make sure it is up-to-date.
- Manages record retention and disposal. Assure all personnel records for both current and former employees of the College comply with auditor/SACS regulations.
- Establishes procedure for varying length of service to the College for employee recognition program.
- Reviews and recommends strategies to increase employment participation of underrepresented groups to include annual reports on the College's progress.
- Manages the payroll processing and records management program of the College for budgeted and non-budgeted appointments.
- Completes and submits timely filing of all required state and federal reports.
- Prepares and analyzes the BANNER/payroll edits and reports for information integrity.
- Assumes all other responsibilities necessary to provide for the effective and efficient operation of the College human resources management program.
- Performs other related work as required.

Minimum Requirements:

- Bachelor's degree in HR (HR Management, HR Development, and HR Information Systems), Business Management, Public Administration or a closely related field and experience and 10 years' experience in Human Resources.
OR
- Master's Degree in related field plus 7 years HR experience.

Preferred Requirements:

- Experience in HR for higher education.

Required Knowledge, Skills and Abilities:

- Possess strong verbal and written communication skills.
- Demonstrated record of HR leadership in a complex organization.

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- Possess excellent organizational and project management capability.
- Possess thorough knowledge of federal and state regulations governing human resource functions.
- Ability to understand and apply applicable rules, regulations, policies and procedures relating to personnel program functions.
- Ability to build consensus among diverse groups in support of the College's vision.
- Knowledge of the basic principles of personnel administration.
- Knowledge of personnel program functions such as selection, classification and pay, employee benefits, labor relations, employer/employee relations and training.
- Ability to solve problems and make decisions.
- Ability to work independently.
- Ability to determine work priorities, assigns work, and ensures proper completion of work assignments.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of the methods of data collection.
- Ability to organize data into logical format.
- Ability to collect, evaluate and analyze data relating to personnel program functions.
- Ability to prepare reports relating to personnel program functions.

Physical Requirements / Efforts:

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Must have physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine.
- May be required to work long hours and out of the normal workday schedule; and
- May be occasionally required to drive a motor vehicle locally and out of town.

Please apply at: <https://sowela.csod.com/ats/careersite/JobDetails.aspx?id=78&site=2>