

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Human Resources	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Administration	<b>REPORTS TO:</b>	President
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**Position summary:** Under indirect supervision, directs the institution's human resources programs at all locations in the areas of recruitment, employment, benefits, compensation, classification, performance management, labor relations, training, and organizational development.

**Position responsibilities:**

- Directs recruitment and selection of employees at all locations; develops and maintains positive applicant relations and provides technical guidance to hiring committees.
- Oversees the development and implementation of orientation programs for employees.
- Directs and coordinates training and organizational development programs that address personal, professional, and organizational needs of employees and departments.
- Coordinates with the Vice President of Fiscal Services on staff wage and salary programs; ensures regulatory compliance and competitive salary levels necessary to attract and retain qualified staff.
- Serves as benefits coordinator in directing the administration of insurance, retirement, and other benefits programs.
- Coordinates grievance and performance management programs designed to minimize and mediate workplace disputes, and to foster a positive and productive work environment.
- Ensures open communications with faculty and staff.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates staff.
- Recommends and participates in the development of policies and procedures; may serve on institution's planning and policy-making committees.
- Works closely with the payroll coordinator and controller to ensure accurate payment of the institution's payroll process.
- Serves as the institution's Title IX Coordinator, responsible for helping to ensure compliance with all aspects of Title IX, and a complaint procedure so that a student can safely bring these issues to the institution's attention.
- Serves as the institution's Title VII Coordinator, responsible for processing complaints of discrimination in accordance with established policies and procedures and in a timely manner.
- Serves as the institution's ADA/Section 504 Coordinator, primary contact person for ADA-related issues and may also be able to provide information on ADA-related issues to employees and local community.
- Serves as the institution's EEOC Coordinator, coordinating functions in cooperation with equal opportunity programs in order to achieve the institution's diversity goals.
- Serves as the Risk Management Coordinator overseeing the institution's unemployment insurance and workers' compensation programs, establishing and analyzing all relevant data to effectively and properly control these programs.
- Coordinates the institution's responses for public information requests through the Open Records Act/Texas Public Information Act.
- Updates the Human Resources web site as needed.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree with 5 years' experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of federal and state employment laws and regulations, and public sector employment policies and procedures.
- Knowledge of organizational development theory and practices.
- Ability to interpret and advise on the application of EEO/AA laws and regulations to public sector faculty/staff hiring processes.
- Ability to foster a cooperative work environment.

- Knowledge of computerized information systems used in human resources applications.
- Knowledge of faculty and/or staff hiring procedures.
- Ability to analyze problems and develop creative solutions to complex human resource issues.
- Knowledge of financial/business analysis techniques.
- Skill in developing and implementing salary administration plans and programs.
- Ability to analyze and assess training and development needs.
- Skill in budget preparation and fiscal management.
- Skill in evaluation of benefit programs.
- Skill in payroll processing and related programs.
- Knowledge in civil rights compliance and issues relating to Title IX issues.
- Employee development and performance management skills.
- Skill developing performance management systems.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of alternative dispute resolution processes.
- Skill in developing and conducting employee information/orientation sessions.
- Knowledge of contemporary principles of human resource management and public personnel practices.
- Knowledge of federal and state laws and regulations.
- Knowledge of federal and state wage and salary laws and regulations.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.