



Position Title: Director, Human Resources

Location	District
Hours	40 hours/week
Job Classification	Exempt
Security Sensitive	Y e s
Division	Administrative Services
Department	Administrative Services
Reports to	Vice President, Administrative Services

I. Education/Experience Requirements

Bachelor's Degree and 2 years of Human Resources related experience with either a valid Human Resources Professional certification or Senior Professional Certification through the Society for Human Resource Management (SHRM). An equivalent combination of education and experience will also receive consideration.

II. Qualifications:

In addition to the minimum education and work experience, the Director of Human Resources must have demonstrable prior experience working with all aspects of employment, placement, disciplinary actions, dispute resolution/mediation, records retention, background checks, performance evaluations, recruitment, onboarding, staff development, employment benefits, worker's compensation, unemployment and the Family Medical Leave Act (FMLA).

III. Essential Functions

The Director of Human Resources is responsible for managing the full scope of strategic leadership and daily operations of Human Resource activities and programs across all four campuses.



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IV. Job Responsibilities:

- Develops and implements employee retention strategies which align with the College District's mission and adapt to an evolving internal and external environment.
- Models and facilitates a culture of positivity and high engagement with employees.
- Ensures the appropriate administration of compensation, benefits and employee recognition.
- Ensures payroll practices and delivery are compliant with state and federal regulations.
- Ensures the delivery of effective performance management, coaching and feedback systems by active involvement with the evaluation processes for faculty and staff.
- Serve as the department's lead in ensuring the Texas State Library and Archives Commission's Records Management Retention Policies and Schedules are properly followed.
- Develop and maintain a Master Planning Calendar for all Administrative Services functions. Ensure deadlines are met and accurate information is reported.
- Assumes the role of the College's compliance officer with the following regulations and laws:
 - FERPA- Family Educational Rights and Privacy Act of 1974
 - HIPAA- Health Insurance Portability and Accountability Act of 1996
 - ACA- Affordable Care Act
 - FLSA- Fair Labor Standards Act
 - OSHA- Occupational Safety and Health Act
 - FMLA- Family Medical Leave Act
 - EEOA- Equal Employment Opportunity Act
 - ADA- American with Disabilities Act
- Responds to complaints and grievances and seeks resolutions by either investigating or ensuring the investigation of complaints and by applying appropriate responses and/or remedies.



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- Develop and implement high quality programs and activities to employees, board members and the public. This includes but is not limited to employee recruitment and onboarding processes, exit interviews, professional development, employee benefits and salary schedules.
- Serve as lead role in the coordination of annual insurance enrollment meetings for employees.
- Develops and reviews Human Resources procedures and policies including the annual coordination of the Handbook Revision Process for both faculty and staff to include proof-reading, compilation and content accuracy.
- Supervises development and maintenance of the department and professional development budgets, the College District's budget for salaries and benefits, employee seniority lists, unemployment and worker's compensation claims, personnel files, employment contracts, leave accruals and payroll.
- Supervises HR staff including selection, training, coordination of tasks, determining priorities, resolving problems and conducting performance evaluations.
- Researches, collects, assembles, analyzes and maintains data; prepares and submits variety of College District, State and Federal reports.

V. Other Responsibilities:

- Active participation in Cougar Smart Start.
- Collaborate in the development and successful submission of SACS 5th year interim report.

VI. Travel Requirements- This position requires travel to CBC's off-site locations.

VII. Environment- Office environment with minimal outdoor work related activities



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I have been presented with the job description for the position of:

Director, Human Resources

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____