

TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

Title: Director of College Human Resources
Reports to: President
Position Code: DCHR
Department: Human Resources
EEO Type: PR

Effective Date: 6-01-02
Revision Date: 06-25-03
Pay Grade: H
FLSA: Exempt
ORP Elig: Y

A. General Description:

Performs highly responsible administrative, development, and supervisory work as director of human resources administration for the college. Under general direction of the President, maintains and develops policies and procedures to enable the institution to achieve the goal of establishing a multicultural and diverse community which embodies a strong respect for human decency. Coordinates personnel functions with the college to ensure compliance with equal employment criteria, Fair Labor Standards Act, and related state and federal laws and regulations. Directs and monitors development and operation of personnel programs, including manpower projections and staffing, recruitment, affirmative action, training, personnel management and utilization.

B. Duties and Responsibilities:

a. Essential Function:

Plans programs for personnel activities; participates in the determination of quantitative and qualitative requirements; develops operating personnel programs to meet these requirements.

Directly supervises a staff of professional and clerical employees.

Plans and conducts studies and surveys to ensure adequacy of human resource program elements and recommends solutions to problems.

Oversees a comprehensive of personnel development program for staff members..

Supervises the maintenance of personnel records and analysis of reports and reporting procedures.

Assist and advises management in formulating and administering operating plans and policies for personnel activities.

Monitors and prepares management guidelines, letters, directives, and publications concerning personnel methods, procedures and policies.

Monitors and determines effectiveness of personnel and administration management programs.

Advises the President and staff on current status of human resources activities.

Coordinates with the President in projecting budget requirements for personnel programs.

Monitors risk management programs to include records of Worker Compensation claims and awards, investigating any problem areas.

Plans and implements special administrative assignments.

b. Other Responsibilities:

Serves as the principal with responsibility for coordinating reviews, revisions and recommends specific procedures for Affirmative Action programs.

Performs related work as assigned.

C. Working Conditions:

Sedentary: Desk works; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Should have extensive and progressive experience in a highly responsible administrative or supervisory capacity in personnel or public administration.

Extensive knowledge of public or personnel administration, training techniques, and modern personnel policies.

Ability to plan, organize, and coordinate programs and activities affecting individuals as well as large groups; to make decisions affecting operations; and to maintain effective working relationships with other personnel within and the College.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree preferred from an accredited four-year college or university required.

Minimum three years experience in Human Resources required, preferably in Higher Education or State Agency with minimum two years in supervisor capacity.

Approved: _____
Supervisor