

**EXECUTIVE DIRECTOR OF HUMAN RESOURCES**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 12  
**REPORT TO:** Office of the President  
**REVIEWED DATE:** 3/10/2021

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

This position shall be responsible for directing Human Resources activities and services in a collaborative fashion with other college departments and outside agencies. The Executive Director of Human Resources will advise and counsel senior and executive administration on Human Resources policy and procedures, legal requirements and the impact of related legislation on the College and employees. The Executive Director of Human Resources will also set and provide a high standard of vision, leadership and direction for the College's human resources efforts including but not limited to: recruitment, benefits, compensation, hiring, employee training and development, EEOC compliance, employee safety, records management, retention of excellent and diverse employees, evaluation of employees, position control, and office management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the administration and supervision of all human resource activities, including, but not limited to employment, classification and pay, equal employment opportunity, Family and Medical Leave, Affordable care Act, affirmative action, employee benefits, training, and employee relations.
- Plans, coordinates, and implements employee benefits plans such as health, employee assistance programs, supplemental health, and retirement plans.
- Plans, directs, and assesses employee orientation, compliance training and professional development.
- Works in collaboration with the Director of Risk Management to implement employee safety programs to assure a safe work plan and minimize risk and liability for the College.
- Ensures that management maintains appropriate hiring practices. Ensures supervisors are selecting and/or rejecting applicants in conformance with legal requirements, particularly with EEO guidelines and College policy.
- Plans and leads strategic direction for employee recruitment plans and activities; advises management and supervisors of best method of filling vacancies.
- Counsels employees, supervisors, and management in the grievance and disciplinary process.
- Oversees the employee compensation program, directs salary surveys, and classification program for faculty and staff; monitors the preparation and timely implementation of faculty contracts.

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- Administers the college's human resources records management system to maintain compliance with local, state, and federal laws and efficient recordkeeping system.
- Administers workforce planning and evaluates workforce planning data.
- Ensures that workplace records are properly prepared, maintained, evaluated and analyzed.
- Collaborates with other departments to ensure the implementation of human resources projects and daily operations.
- Coordinates recognition and service awards programs for the College.
- Leads the preparation of special institutional reports for external agencies.
- Coordinates development and maintenance of job descriptions.
- Participates in appropriate College committees.
- Coordinates the creation and implementation of a strategic plan for the human resources functional area at the College.
- Maintains and evaluates the budget for the human resources functional area.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the human resources functional area.
- Coordinates and oversees the interactive process regarding accommodations requested under the American with Disabilities Act (ADA).
- Coordinates the prompt and equitable resolution of Title IX and student discrimination and harassment complaints and grievances.
- Conducts prompt and thorough investigations of complaints related to issues of Title IX from students, employees, and/or the general public; identifies and collects relevant documentation and prepares the evidence for adjudication.
- Prepares written findings and appropriate supporting documents related to the resolution of complaints.
- Develops Title IX sex-based harassment, sex discrimination and gender-based harassment procedures for students and staff and investigates complaints to resolution.
- Confers with legal counsel, as appropriate, to ensure accurate and consistent application of policies and practices.
- Tracks and maintains statistical and demographic data related to complaints, trends, and compliance.
- Coordinates and sponsors annual trainings for faculty, staff and students, including developing and implementing training tools and programs to ensure the college community understands Title IX policies and procedures, including their rights and responsibilities.
- Creates ongoing educational programs focused on promoting awareness and the prevention of domestic violence, dating violence, rape, sexual assault, bystander intervention, sexual misconduct and stalking.
- Ensures disclosure of mandatory reports to the campus community prospective students, and the general public.
- Serves as the primary point of contact for the Office of Civil Rights, a member of the Behavior Intervention Team (BIT) and other committees, as assigned.
- Assists with the process for systematic review and evaluation of the human resources functional area per the model adopted by the College, including the development and monitoring of

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outcomes and plans of action for improvement based on the assessment of those outcomes and plans.

- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Attends all Board meetings.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Must exhibit highest professional integrity and ability to work confidentially with discretion.
- Capability of organizing, conceptualizing, and prioritizing objectives.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- In-depth knowledge of Federal, State and local employment laws; the State Education Code; and other applicable laws and legal requirements as they relate to public higher education in Texas.
- Broad knowledge of group insurance plans, retirement plans, compensation and benefits administration, and other related areas.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Demonstrated effective supervisory, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated experience in establishing, managing and delivering human resources processes, procedures and projects.
- Demonstrated experience with administrative software systems.
- Demonstrated experience in managing a high volume workflow office.
- Demonstrated experience of working effectively in a team environment with a customer service focus.

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- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Skilled in resolving conflicts and mediating disputes.

**REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree in Human Resources or related field from an accredited college or university.
- Minimum of five (5) years of supervisory experience in human resources administration.
- Experience in working with a variety of human resources programs, including employment, compensation, classification, benefits and related areas.
- Working knowledge of current practices, federal and state laws (specifically Title IX and Title VII), case laws, and decisions that will affect compliance and liability.
- Experience conducting and managing investigations.

**PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree in a related field from an accredited college or university or a Law Degree is preferred.
- Work experience in human resources at a community college setting.
- Experience in the SACSCOC accreditation process.

**PREFERRED CERTIFICATES AND LICENSURES**

- Must hold an accepted Human Resources Management certificate.
- SPHR and/or SHRM-SCP certification is preferred.
- Title IX Coordinator training certification is preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Master's degree in Human Resources or related field from an accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of five (5) years of supervisory experience in human resources administration?
  - Yes
  - No
4. \*Do you have experience in working with a variety of human resources programs, including employment, compensation, classification, benefits and related areas?
  - Yes
  - No
5. \*Do you have working knowledge of current practices, federal and state laws (specifically Title IX and Title VII), case laws, and decisions that will affect compliance and liability?
  - Yes
  - No
6. \*Do you have experience conducting and managing investigations?
  - Yes
  - No
7. Are you SPHR and/or SHRM-SCP certified?
  - Yes
  - No
8. Are you certified as a Civil Right Investigator?
  - Yes
  - No

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9. Do you have a Doctoral degree in a related field from an accredited college or university or a Law Degree?
- Yes
  - No
10. Do you have work experience in human resources at a community college setting?
- Yes
  - No
11. Do you have experience in the SACSCOC accreditation process?
- Yes
  - No