

Richmond Community College

Job Description

Position Title: Director of Human Resources

General Description: The Director of Human Resources, under the supervision of the Vice President of Administrative Services and CFO, is responsible for directing and coordinating personnel activities such as employment of personnel, employee benefits and all other employee services. The Director of Human Resources also serves as the Equal Employment Opportunity Officer, the Exposure Control Officer for Bloodborne Pathogens, and the ADA Employment Coordinator.

Duties and Responsibilities of the Position:

1. Develop, implement, and evaluate the College's personnel policies and procedures in accordance with all relevant federal and state regulations regarding employment.
2. Recruit and advertise position vacancies. Process all applicant files, including applicant notification when position has been filled.
3. Evaluate applicant qualifications and make recommendations for interview to the President, appropriate Vice President, or hiring supervisor.
4. Perform pre-employment background checks on final candidates for employment.
5. Advise senior staff and supervisors of proper procedures and policies to follow in personnel matters.
6. Counsel employees concerning work performance and working relationships.
7. Serve as Health Benefits Representative for the College. Direct the employee benefits program of the College including enrolling, informing, and advising.
8. Process all paperwork in compliance with RCC's employment policies and procedures. Supervise preparation of job descriptions. Maintain official College file of job descriptions, applicant files, personnel files, correspondence, and other paperwork associated with an employment action.
9. As Exposure Control Officer for the Bloodborne Pathogen Program, ensure compliance in all requirements. Coordinate training sessions for new employees, arrange for immunizations, and establish and maintain files regarding immunization status, exposure incidents, and training sessions
10. Serve as the coordinator for worker's compensation claims.
11. Conduct new employee orientation.
12. Collect data and prepare all required personnel reports.
13. Assist departmental supervisors in planning and setting up seminars and workshops for staff development. Serve as chair of the Professional Development Committee.
14. Maintain the Faculty and Staff Handbook; keep employees informed of all policy changes.
15. Maintain file of regulations and laws relevant to personnel matters. Keep current with employment and labor laws and regulations.
16. Initiate the mid-year and annual performance appraisal process. Review completed appraisals and send summary report to the President for annual contract renewals. Generate employment contracts for permanent employees.
17. Other duties as assigned.

Position Qualifications:

Knowledge, Skills and Abilities:

Computer experience including knowledge of data entry and word processing. Ability to maintain confidentiality of records and personnel matters. Ability to work as a team member and to handle personnel matters. Working knowledge of employment laws and practices.

Minimum Education and Experience:

Bachelor's degree in personnel, business, human resources or a related field is required. Minimum of two years experience in personnel, payroll, or employee benefits required, preferably in a governmental setting.

Salary Grade: RCC Administrative Scale, 25A

Location: DeWitt CTC Building

Questionnaire for Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Personnel Director

Division: Administration

Location: DeWitt CTC

Supervisor's Title: VP for Administrative Services and
CFO

Department: Professional

Shift: 8:00-5:00

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

See job description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

None

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

| | Amount of Time | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Stand | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Use hands to finger, handle or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climb or balance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch or crawl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach with hands and arms | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Taste or smell | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

| | Amount of Time | | | |
|----------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Up to 10 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More than 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

A lot of computer input, as well as reading of regulations, updates, and incoming mail.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

| | Amount of Time | | | |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Wet, humid conditions (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☒ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.