

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Director of Human Resources**

Data Year: 2017

Prepared On: 11/14/2017

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Department:	Human Resources	Grade:	14
Reports To:	VP of Finance and Operations	Classification:	Exempt
Supervises Direct:	2	Supervises Indirect:	0
Approved By:	D. Sanders	Effective Date:	04/18/2016
FLSA Basis:	Administrative	Revised Date:	05/12/2016

**Role:**

Position plans, organizes, and directs the activities of Human Resources including policy development, compensation, benefits, performance management, regulatory compliance, and payroll. Provides assistance and guidance in recruiting, employee orientation, and professional development.

**Essential Functions & Responsibilities:**

- E 15% Manages benefit programs, policies, and procedures for group health/dental coverage, life insurance, disability, retirement, leave of absence. Administers unemployment and worker's compensation claims.
- E 15% Interprets and applies policy in responses to inquiries requiring detailed knowledge of such pertaining to the human resources area. Maintains compliance with pertinent federal and state laws e.g. Americans with Disabilities as Amended; Family Medical Leave Act, I-9 eligibility; Title IX; Fair Labor Standards Act, etc. Assists in the development of policies and procedures related to such compliance.
- E 10% Gathers and oversees the compiling of data and completes/prepares reports for regulatory and college reporting needs. Analyzes data and makes recommendations.
- E 10% Oversees and provides assistance and guidance with the processing of payroll, recruitment, and Banner module implementation, upgrades, and testing.
- E 10% Assist supervisors with development of job descriptions, reviews, and applies grades and salary compensation. Oversees and assists supervisors with annual performance evaluation. Provides consultation with supervisors needing assistance with compensation data and the search/hiring process for open positions. Performs HR responsibilities of the onboarding process. Conducts exit interview with departing employees.
- E 10% Develops and conducts orientation/workshops for employees and student workers to foster positive relations and assist employees to achieve organizational objectives. Assists in the development and conducting of required training.
- E 5% Serves as a link between administration and employees by handling questions, interpreting policies and helping resolve work-related problems.
- E 5% Assists Vice President of Finance and Operations (VPFO) with compliance and grievance complaints.
- E 5% Attends and participates in college organizational meetings e.g. Banner Data Management, Supervisor, All-team, and Mover Team, etc.

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|---|----|---|
| E | 5% | Attends professional development meetings, webinars, etc., to stay compliant in the areas of human resources and payroll. |
| E | 5% | Supervises, mentors, and oversees the training of department personnel.   |
| E | 5% | Performs additional duties as assigned.   |

**Performance Measurements:**

1. Manages and oversees personnel files, records, documentation, and reports up-to-date.
2. Stays current with changes occurring in the areas of human resources and payroll.
3. Assures human resources and payroll are compliant with state and federal law and college policies.
4. Compiles, prepares, and submits required reports prior to or by deadline.
5. Evaluates department employees as per college policy and guidelines and sets department goals for the next year.
6. Assures that Banner modules and additional programs are in place for easing of work demands on department.
7. Assists and communicates well with administration and staff on a daily basis.
8. Provides reports to VPFO as assigned.
9. Maintains ethics and confidentiality.
10. Demonstrates leadership.
11. Analyzes information and evaluates results to make timely and relevant decisions.
12. Develops and conducts ongoing training for employees.
13. Attends professional development activities throughout the fiscal year.
14. Performs other duties as assigned.

**Knowledge and Skills:**

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|----------------------|---|
| Experience           | Five years to ten years of similar or related experience.   |
| Education            | A Bachelor's degree in Human Resources or related fields with experience in management and compliance.  |
| Interpersonal Skills | The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions. |

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**Other Skills**

**Knowledge:**

- a. In-depth knowledge and understanding of employee benefits administration e.g., health/dental, short-term disability, flexible spending accounts, leave, retirement, etc.
- b. Knowledge and familiarity with state and federal laws/regulations e.g. Family Medical leave, Affordable Care Act, Americans with Disabilities, HIPPA, Fair Labor Standards, etc.
- c. Experience with HRIS systems including implementation, system upgrades and enhancements, and data management.
- d. Knowledge of payroll processes.
- e. Knowledge of principles in supervision.
- f. Knowledge of principles and procedures of personnel recruitment and selection.
- g. Must know the structure of and content of the English language for oral and written dissemination.

**Skills:**

- a. Excellent oral and written communication and interpersonal, customer service, time management, and project management skills.
- b. Strong analytical and problem solving with the ability to think strategically.
- c. Proficient In Microsoft Office, particularly in Excel and Word, and the ability to learn new software programs.
- d. Active listener by giving full attention to what other people are saying and asking questions when appropriate.
- e. Conveys information effectively.

**Ability to:**

- a. Research complex issues and develop recommendations.
- b. Compile and analyze data.
- c. Work with frequent interruptions and at times stressful situations.
- d. Keep on point, organized, and manage work processes and projects.

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 4 hours at one time with a total of 7 hours

Standing for a period of 1/4 hour at one time with a total of .5 hour

Walking for a period of 1/4 hour at one time with a total of .5 hour

Lifting: up to 20 lbs. occasionally

Carrying: up to 20 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulating and frequent keyboarding

Bending, squatting, and reaching above shoulder level occasionally

Driving occasionally for college activities

**Work Environment**

Regular exposure to favorable conditions such as those found in a normal office.

Day trips and occasional overnight trips for professional development maybe required.

**Disclaimer:**

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature