Position Title: **DIRECTOR OF HUMAN RESOURCES**

Department: Human Resources

Reports To: Executive Vice President

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director of human resources maintains and enhances the college's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Key Responsibilities:

1. Maintains management guidelines by preparing, updating, maintaining and recommending human resource policies and procedures.

2. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirement, conducting investigations, maintaining records, and representing the organization at hearings.

3. Maintains historical Human Resource records by designing a filing and retrieval system, keeping past and current records.

4. Responsible for obtaining, verifying and processing all new hire paperwork

5. Maintains appropriate wage records on all employees, including computation of weekly time sheets, vacation accruals and payroll deductions, and processes the college's payroll

6. Maintains employee benefits programs and informs employees of benefits

7. Prepares compensation statements

8. Verifies group insurance bills and provides assistance to EVP during group insurance renewal

9. Maintains schedule of eligibility for retirement plan and submits contributions

10. Prepares information for 5500 return (Retirement Plan)

11. Conducts and monitors required training for new hires (Sexual Harassment, HIPAA)

12. Ensures planning, monitoring and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors

13. Maintains organization staff by establishing a recruiting and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

14. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

15. Maintains needed and approved number of employees

16. Maintenance of employee records, attendance records and worker's compensation files

17. Prepares Human Resource reports by assembling and compiling data.

18. Maintains Humans Resource database and records by entering data from change notices.

19. To work in accordance with the policies and procedures of the college, and ensure that they are faithfully executed

20. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

21. Participate in the annual Lyceum program

22. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position

23. To assume such other duties as assigned by the EVP

Basic Knowledge and Skills:

1. Associates degree in accounting or related field.
2. Ability to manage confidential materials in an appropriate manner
3. Excellent communication and organizational skills
4. Ability to work well with all levels of employees, vendors and visitors
5. A clean criminal record and exceptional work history

Preferred Knowledge and Skills:

1. Bachelor's degree in related field
2. Certification in Human Resources management

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental Stresses: Multi-task demands; difficult people/student demands

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan

The above responsibilities require that this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

AUTHORIZATION:

Approved By _____ Date _____

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____