

DIRECTOR OF HUMAN RESOURCES

Under the direction of the Vice President of Business Affairs, the Director of Human Resources shall:

1. Implement and coordinate College personnel policies and procedures.
2. Assist in the recruitment and selection of staff.
3. Develop and administer staff orientation programs, in-service training activities, and staff development programs.
4. Manage compensation and benefit programs of the College's employee groups.
5. Assist in the development of job descriptions and manage grade classifications, and rate schedules.
6. Work with College administrators, supervisors, and employees to successfully resolve personnel issues that may arise.
7. Assist in the negotiations of collective bargaining agreements.
8. Assist with the evaluation of support staff and maintenance employees.
9. Prepare all internal and external reports related to human resources operations.
10. Assume responsibility for the management and safe-keeping of human resources related records.
11. Serve as the College's Equal Opportunity and Affirmative Action Officer, Compliance Officer for Discrimination and Sexual Harassment, and A.D.A. Coordinator.
12. Perform other duties that may be assigned by the Vice President of Business Affairs or President.