



Job Posting

Director of Human Resources

Date Posted **5/2024**
End Date: **Until Filled**

The **Director of Human Resources** will administer or oversee the functions of human resource programs including, but not limited to compensation, benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

This position requires the individual to be self-directed and able to manage multiple projects concurrently. The individual must possess excellent skills in communicating with every employee of the institution. By its nature, the work performed in this position is sensitive and confidential; therefore, employee privacy is of the utmost importance.

All Cisco College employees are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees cooperate and work harmoniously with College personnel and the public. All Cisco College employees follow College policies, rules, regulations, and guidelines that relate to the specific position.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits can be found on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages are returned unprocessed.*

Complete resume packages sent to the following address or email:

Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee

CISCO COLLEGE

Job Description

Job Title: Director of Human Resources
Reports To: CFO
Last Updated: May 2024
Classification: Professional III

Job Summary:

The Director of Human Resources will administer or oversee the functions of human resource programs including, but not limited to compensation, benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development. This position requires the individual to be self-directed and able to manage multiple projects concurrently. The individual must possess excellent skills in communicating with every employee of the institution. By its nature, the work performed in this position is sensitive and confidential; therefore, employee privacy is of the utmost importance.

The Director of Human Resources will be expected to accomplish assigned duties in an efficient, effective, and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission Statement, and work harmoniously with College personnel and the public. All Cisco College employees are expected to strive to maintain the Cisco College Vision and follow College policies, rules, regulations, and guidelines.

Supervisory Responsibilities:

Direct supervision of Full-time Payroll Coordinator and Part-time Human Resource Specialist.

Primary Duties:

1. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
2. Preparation, oversight, and review of the payrolls, benefits, and employee leave for the College. This includes records maintenance and storage necessary to prepare and report on the various payrolls.
3. Preparation and/or review of the Federal and State reports required by applicable laws and regulations.
4. Complete TRS state retirement reporting in a timely manner.
5. Yearly W'2 and 1095C processing and filing with the IRS.
6. Serve as the Equal Employment Opportunity Officer, the Affirmative Action Officer and serve on various College committees or task forces.
7. Perform prescreening background checks on potential employees.
8. Develop and update hiring processes and orientations of New Hires.
9. Maintain a high level of expertise regarding employee benefits and retirement issues. Attend workshops and seminars when appropriate to stay informed of applicable laws, rules, and regulations regarding these topics.
10. Maintain appropriate records pertaining to College job announcements, oversight of job advertising records, and other details regarding the hiring process as well as employee retention best practices.
11. Maintain a high level of skill on the College payroll system in collaboration with Jenzabar One (ERP maintenance)
12. Serve as liaison with legal counsel on employment related matters. Confer regularly with the CFO, College President and other senior College administrators, staff, and faculty to advise on various personnel matters.
13. Prepare and/or review paperwork involved with FMLA, ADA and EEO training, Workers Compensation claims, unemployment claims, benefit notifications, and hearings in connection with unemployment claims.
14. Maintain full-time and part-time employee folders in alignment with compliance requirements of SACSCOC.

15. Develop and maintain a process for the transfer and storing of data and information relating to the hiring, employee performance evaluations, and termination of College personnel.
16. Complete verification of employment for active/terminated employees when requested.
17. Respond in a timely manner to requests relating to the Freedom of Information Act (FOIA).
18. In collaboration with the Title IX Coordinator, respond to, investigate, and/or seek resolution to allegations of discrimination and/or sexual harassment when pertaining to College employees and in accordance to college policies and procedures.
19. Perform other duties as assigned.

Minimum Qualifications and Competencies:

- Ability to maintain confidentiality concerning all records, data, and information secured in the human resources office.
- Excellent interpersonal and negotiation skills.
- Thorough knowledge of employment-related laws and regulations.
- Effective written and verbal communication skills
- Prolonged periods of sitting at a desk and working on a computer.
- Proficient with Microsoft Office 365.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to learn and apply new concepts with adaptability
- A Bachelor's Degree in Business Management or Human Resource Management

Preferred Qualifications

- Experience working in higher education
- Notary Public Certification
- Advanced Degree or graduate courses. (MS, MBA)
- Human Resource Certifications SHRM,CP or SCP