



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE: Human Resources Director
DEPARTMENT: Human Resources
PERSONNEL GROUP: Administrative
POSITION GRADE: 32
POSITION STEP: _____
EMPLOYEE NAME: _____
POSITION REPORTS TO: Chief Administrative & Institutional Effectiveness Officer
REVISION APPROVED BY: Mr. Eleazar Gonzalez
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE: August 30, 2007

EDUCATIONAL REQUIREMENTS:

Master's Degree in Business Administration or a field related to human resources management. Administrative experience in the field of human resources may be substituted for level of degree.

BASIC FUNCTION AND RESPONSIBILITY:

The Human Resources Director provides leadership and direction in the management of the personnel functions of recruitment, training and development, classification and compensation, employee/supervisor relations, performance evaluation, grievance handling, motivation, counseling, affirmative action and equal employment opportunity; and is responsible for assuring that Human Resources Management practices, policies, rules, regulations and law are communicated and followed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Plan, organize and direct the activities of the Human Resources Department.
2. Insure that the Human Resources Department is service-oriented and that the Department exists to facilitate the fair application of personnel policies, procedures and practices for all employees.
3. Evaluate the Human Resources Department's performance in meeting the established goals and objectives and report achievements.
4. Maintain a current comprehensive manual of human resources policies and procedures, assure that these policies and procedures are communicated to employees, and recommend changes as needed.
5. Monitor, evaluate and keep current the institution's Affirmative Action Plan.
6. Monitor recruiting and hiring practices to assure that all activities are in accordance with affirmative action and equal employment opportunity edicts.

7. Ensure that all employees are made aware that sexual harassment is a violation of law and that strong action will be taken against employees guilty of sexual harassment.
8. Review all personnel requisitions and personnel actions and make recommendations for approval or disapproval, ensuring that information on the personnel requisition form matches the job description and that applicants selected for employment meet qualification requirements listed in job descriptions.
9. Provide technical assistance in developing and revising job descriptions, ensuring that job-related qualifications and testing requirements are consistent with placement on salary schedules.
10. Ensure that employment application forms are designed to obtain necessary information and are in compliance with government regulations concerning permissible inquiries.
11. Conduct human resources management surveys, summarize and interpret the results, and make recommendations therefrom.
12. Administer a comprehensive compensation program that is equitable, competitive, and cost effective, coordinated with a competitive fringe benefits program that includes health insurance, retirement, and other benefits.
13. Participate in employee relations activities and resolve personnel disagreements in a manner that will avoid or mitigate potential complaints, grievance and litigation.
14. Assure that all employees are periodically evaluated using appropriate current evaluation instruments.
15. Develop and/or coordinate staff training and development programs that enhance employee satisfaction and morale, provide employees opportunity for growth and advancement, and increases their effectiveness and efficiency.
16. Develop and maintain a centralized records management system that protects confidential employee records, allows for easy retrieval of employee historical data, and facilitates the processing of daily personnel transactions.
17. Provide leadership in managing the institution's records management program.
18. Perform other related duties as assigned by appropriate administrators.

EXPERIENCE:

Minimum of five years administrative experience, preferably in the area of human resources management.

SKILLS, KNOWLEDGE, ABILITIES:

Must know, understand, apply and communicate current practices, policies, rules, regulations and law applicable to human resources management functions, and be able to use computer-based human resources and payroll systems. Must understand group and individual behavior and how economic, social, political and legal constraints affect human resources issues. Must be able to bring about the dynamic interaction of the human resources functions with the basic objectives of the institution.

LICENSES/CERTIFICATES:

Not applicable.

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 1-25 or 26-50 pounds.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to work at a different college work site or campus as needed.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

******* Sign and return to HR for placement into employee personnel file. *******