



## Job Description

**Job Title: Assistant Director - Human Resources**

**JTC: CCR**

**Salary Range: N07**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides assistance to achieve the organizations administrative, academic, student support and/or community relations goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization's policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards. Must have excellent customer service skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

Bachelor's degree or higher in related field plus four (4) years of related work experience and one (1) year of supervisory/team experience. Special licenses or certifications may be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the daily operations of the Human Resources (HR) office and assists the college/ location HR administrator in his/her absence.

Oversee HR related activities such as compensation, payroll, employee benefit plans, workers' compensation insurance, employee relations and other HR processes to ensure continuity of services to the college/location community.

#### BENEFITS:

Coordination and administration of employee benefit plans related Employee Retirement System (ERS), including health coverage, dental, vision, life, and short/long-term disability insurance, HIPPA, etc. Responds to questions related to the Teachers Retirement System (TRS) or Optional Retirement Program (ORP). Maintains in-depth knowledge of the rules and regulations associated with the Affordable Care Act (ACA) and implements tracking systems necessary to stay in compliance with the ACA.

#### COMPENSATION/PAYROLL:

Analyze, review and evaluate job profiles within an organization to determine classification and salary ensuring guidelines, policies and procedures. Oversee new hire set-ups and input of payroll data into HRIS system.

#### EMPLOYEE RELATIONS:

Interacts with college employees, students, applicants, or outside contacts to provide information, solve routine problems, or otherwise respond to requests. Interacts with other employees, resolving disputes, providing training, handling paperwork, and developing strategies to improve their department.

#### TALENT ACQUISITION/DEVELOPMENT:

Assists with activities associated in filling vacant positions. Ensures job opening announcements are posted internally/externally as requested. Oversees mandatory professional development training for employees and tracks completion.

#### WORKERS COMPENSATION:

Coordinates college workers' compensation insurance claims. Assists employees in completing accident report forms and completes appropriate claim forms for the college. Submits claim forms and billings associated with claims to insurance carrier.

OTHER DUTIES:

Responds to routine requests for HR information such as verification of employment, unemployment agency requests, requests from legal, etc. Composes correspondence and produces letters, memos, reports, forms, charts, or other documents upon request. Facilitates new employee orientation (NEO). Responsible for accurate interpretation, implementation, and communication of HR policies and procedures in accordance with district guidelines and local, state and federal guidelines/regulations. Excellent interpersonal, customer service, oral and written communication skills to support a wide variety of interaction with varying levels of DCCCD staff, students, educators/administrators and the general public from diverse, multicultural backgrounds. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*