

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA**

JOB DESCRIPTION

TITLE: Director of Human Resources

DIVISION: College Operations & Finance

SUPERVISOR: Executive Director of College Operations & Finance

BASIC FUNCTION: Promote the development of a superior workforce. Maintain compliance with employment laws, benefit administration, personnel policy/procedure development, and selection, orientation, training, and evaluation of staff. Maintain and administer human resource records and policies, represent the College at state and local human resource meetings, and be familiar with the College's financial reporting system.

QUALIFICATIONS: **Required** - Bachelor's degree in Human Resource Management or related field.
Minimum of three years of experience in human resources.
Basic computer skills.

Preferred - Bilingual in English and Spanish languages.
Human Resources experience in post-secondary education.
PHR or SHRM certification.

Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.

DESIRED QUALITIES AND CHARACTERISTICS:

1. Strong leadership, organizational, and communication skills.
2. Ability to work with diverse staff.
3. Ability to work independently and in a team environment.
4. Ability to work with detailed and confidential information.
5. High level of demonstrated honesty and integrity.
6. Excellent time management skills with a proven ability to meet deadlines.

DUTIES/RESPONSIBILITIES:

Director of Human Resources

1. Provide leadership in the development, implementation, and compliance of federal and state laws and administrative rules related to personnel issues and practices.
2. Process and maintain all human resource files ensuring that all employee records comply with federal and state laws.
3. Develop, assess, and maintain a well-constructed wage and salary (base pay) system.
4. Develop, assess, and maintain an employee benefits program integrated with employee needs.
5. Keep human resource policies current.
6. Direct the recruitment, selection, and orientation of all employees.
7. Provide guidance and coaching for managers and employees on human relations issues including but not limited to: employee orientation, development and maintenance of accurate job descriptions, resolution of employee concerns, disciplinary practices, training and development, and the employee evaluation process.

Northwest Iowa Community College, Sheldon, Iowa

Director of Human Resources Job Description – Page 2

Director of Human Resources (continued)

8. Conduct workplace investigations when allegations or behavioral patterns emerge that indicate the necessity of an investigation; maintain appropriate files and protect employee privacy regarding such activities.
9. Serve as the chairperson of the Quality Faculty Plan committee. Assist in the implementation of the Quality Faculty Plan and maintain all records related to the annual review and approval of the Quality Faculty Plan and Procedures.
10. Serve as College's Title IX Coordinator Affirmative Action/Equity Coordinator for employees.
11. Maintain employment application records and files.
12. Maintain employee handbook.
13. Maintain procedure manual for personnel.
14. Record and maintain employee absence records.
15. Oversee the activities related to benefits administration.
16. Oversee the development, implementation, and administration of payroll functions.
17. Serve as a resource person in collective bargaining.
18. Communicate information to employees regarding the compliance of laws, regulations, and organizational policies.
19. Review and assess compliance of compensation, benefits, and occupational health and safety with applicable federal, state, and local laws and regulations.
20. Be familiar with Northwest Iowa Community College policies and procedures.
21. Participate in NCC's strategic planning process.
22. Participate in assessment, development, implementation, and evaluation of Human Resources activities.
23. Responsible for monitoring the compliance of the College's official Non-Discrimination statement and Americans with Disabilities Act statement with state and federal laws, make necessary changes when appropriate, and communicate changes to all appropriate parties.
24. Monitor best practices in employee engagement and development.
25. Serve on the President's Administrative Council.
26. Attend relevant local and state human resources meetings.

Other Duties

1. Implement and maintain drug and alcohol testing procedures for academic programs that require a Commercial Driver's License. Partner with program faculty to obtain signatures on procedures documents by all impacted students. Schedule appointments for testing, and maintain drug testing records for CDL participants.
2. Work with Safety Committee on safety training and issues.
3. Participate in professional development activities that support the position.
4. Recommend policies and procedures.
5. Analyze data and recommend solutions.
6. Provide recommendations for process improvement to the Executive Council.
7. Recommend new procedures to the Executive Council.
8. Participate in the long- and short-range planning of the college.
9. Serve on and provide leadership to committees as appropriate.
10. Perform other duties as assigned.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

N = Not Applicable
S = Seldom (1-9%)

O = Occasional (10-33%)
F = Frequent (34-66%)

C = Constant (67-100%)

- O Stooping: Bending body downward and forward by bending spine at the waist.
- O Kneeling: Bending legs at knee to come to a rest on knee and hands.
- O Crouching: Bending body downward and forward by bending leg and spine.
- N Crawling: Moving about on hands and knees or hands and feet.
- F Reaching: Extending hand(s) and arm(s) in any direction.
- O Standing: Particularly for sustained periods of time.
- C Sitting: Particularly for sustained periods of time.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- S Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- S Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- C Grasping: Applying pressure to an object with the fingers and palm.
- C Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C Hearing: Perceiving the nature of sounds.
- S Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (5 ft. height)
- O Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- C Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C Visual Acuity: View computer and/or close visual work less than 18" of distance.
- O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.

**Northwest Iowa Community College, Sheldon, Iowa
Director of Human Resources Job Description – Page 4**

WAGE/SALARY RANGE: \$55,000 to \$70,000

APPLICATION CLOSING DATE: Applications accepted until the position is filled; review of applications to begin immediately.

ANTICIPATED EMPLOYMENT DATE: June 2022

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. **Do not** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. **When indicated, copies of all academic transcripts must be included.**

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907

Nondiscrimination in Education

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.