



Job Description

Job Title: Director, Human Resources

Department: Administration- Human Resources

Job Category/ FLSA Status: Administration/Exempt Administrative

Accountability: Vice President Administration/COO

Authority: As Assigned

Position Description:

The Director, Human Resources is responsible for all areas of Human Resources Management that will cultivate and nurture a people centered, empowered oriented, high-performance culture that is driven by the College's core values of Love, Excel, Grow and Serve. This role provides key human resources leadership including organizational development, programs and practices including recruitment, people development, employee relations, ethical and legal compliance, compensation and benefits, performance planning, culture of belonging, and employee engagement. The human resources services are delivered in collaboration with the College's Professional Employer Organization (PEO).

Major/Essential Functions:

- Shapes an environment for people to feel understood and valued, knowledgeable about benefits and resources, and assisted to mutually solve problems and achieve goals and objectives.
- Assumes leadership in the development, implementation of plans, goals, and objectives to facilitate the changes in policies, procedures, and processes for continual quality improvement.
- Develop and manage annual departmental program review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- Monitor operational activities to meet goals, ethics, and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) as it relates to the assigned areas of responsibility.
- Serves as the Title IX Coordinator or Deputy Title IX Coordinator as assigned to ensure compliance with regulatory requirements.

Duties/Responsibilities:

- In coordination with the VP/COO, and Senior Leadership team, leads efforts to build and execute strategies and processes that promote a culture of belonging, accountability, positive work environment, and people engagement.
- Develops benchmarking strategies to seek out and implement best practices for employee engagement, satisfaction, and culture.

- Oversees HR related policies and procedures; and assists with the design and implementation of people policies and activities to support the College's culture while enhancing employee engagement.
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance, particularly in higher education.
- Formulates and recommends Human Resources policies and objectives to support employee relations and partners with management to communicate Human Resources policies, procedures, programs, and laws and oversees updates to the Employee Handbook and other human resources policies and procedures.
- Develops and implements people staffing strategies for the entire employee lifecycle with an emphasis on continuous improvement including:
 - Recruiting with an emphasis on diversity hiring strategy and ensuring candidates feel cared for during the process
 - On-boarding/Orientation
 - People retention
 - Performance review and improvement
 - People development
 - Succession planning
- Manages people transactions for hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Provides support and guidance to management, and other people when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs related duties as required.

Qualifications:

Required:

- Bachelor's degree in related discipline from an accredited institution of higher education and two to four years of related professional human resources experience or the equivalent.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:

- Master's degree in human resources management or related discipline from an accredited institution of higher education and two to four years of related professional human resources experience, including experience in higher education environment or the equivalent.
- SHRM-CP or SHRM-SCP certification.
- Bilingual in English and Spanish (speak, read, and write)

Competencies

- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Language Skills- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Information Technology: Proficiency in Microsoft Office 365 desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc. Ability to learn various software and systems as required by the college or service providers.
- Mathematical: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Prepares annual, quarterly, and monthly reports for internal and external constituents.
- All additional measurements of expectation and performance will be designed, documented, and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand, and walk.
- Employee must talk and listen via face-to-face contact and telephone and other technology.
- Employee may be required to lift and/or move up to 25 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Minimal travel for professional development and CBS business.

- Typical education administration environment

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.