HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: HUMAN RESOURCES DIRECTOR

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<th>FLSA STATUS:</th>
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CLASSIFICATION SUMMARY: Responsible for planning, administering, and overseeing one or multiple programs such as benefits, employee relations, recruitment, compensation and classification, employee development and training, and/or personnel records management systems. Positions require the application of human resources principles and practices and broad knowledge of applicable laws and regulations. In addition to performing professional and technical duties, incumbents provide technical assistance and direction. Incumbents may supervise technical and support staff.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. *Illustrative only – not inclusive of every task assigned to a position.* Coordinates, develops, and maintains benefits, recruitment, and employment data processing for all employees including performing orientations, establishing plans and document, and overseeing job development activities.

2. Develops, implements, and administers operating policies and procedures and monitors compliance for assigned department.

3. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

4. Prepares and reviews a variety of reports and recommendations regarding benefits, salary changes, organizational design, job analysis, and procedure changes.

5. Monitors and tracks departmental budget; approves transfers, invoices, purchase orders, and ensures compliance with objectives and goals.

6. Investigates, documents and resolves employee relations and benefits issues.

7. Manages and oversees third-party relationships with insurance carriers, brokers, legal counsel, and internal college committees, boards, and cabinets.
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8. Oversees and administers training programs for members of the college or department; plans and conducts a variety of presentations at meetings, trainings, and/or conferences.

9. Performs other duties as assigned.

Training and Experience (positions in this class typically require):
Bachelor's degree in human resources, business, or a related field and four years progressively responsible experience in area of assignment, including lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- None Required.

Knowledge (position requirements at entry):
Knowledge of:
- Management and leadership principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Negotiation and mediation techniques;
- Federal, state, and local governments;
- Contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility;
- Strategic planning principles;
- Program/project management planning principles and techniques.
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Skills (position requirements at entry):
Skill in:
- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and applicable software applications;
- Analyzing and developing policies and procedures;
- Ensuring compliance with applicable federal, state, and local laws, rules, and regulations;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Analyzing, interpreting, and understanding technical and statistical information;
- Preparing and giving presentations;
- Speaking in public;
- Mediating and resolving conflicts and problems;
- Managing multiple projects and programs simultaneously;
- Applying program practices to complex situations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (08/08/2007)

__________________________
Signature of Employee

__________________________
Signature of Supervisor

Date

Date