I. POSITION TITLE: System Director of Human Resources

II. IPEDS CLASSIFICATION: Management

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Chief Financial Officer

V. POSITIONS REPORTING TO THIS POSITION: Sr. HR Generalist; HR Generalists; HR Specialists; HR Administrator; Payroll Coordinator; HR Assistant; Regional Employment Recruiters

VI. DUTY HOURS: Full-time; generally 8:00 am to 5:00 pm, Monday through Friday, with additional hours as needed. Some evening, weekend and overnight hours and/or travel may be required.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Master’s degree in business, human resources, administration, communications or related field and Professional in Human Resources (PHR) certification. Senior Professional in Human Resources (SPHR) preferred.

EXPERIENCE: Five years of professional human resources experience.

PHYSICAL: Good vision and hearing; good manual and finger dexterity; able to sit for long periods of time; occasionally exert force to lift and/or move objects up to 10 lbs.

SKILLS EXPECTATIONS: General knowledge of the principles and practices of personnel administration; knowledge of sound techniques in all aspects of personnel management; ability to develop long- and short-term plans and programs and to evaluate work accomplishments; ability to establish and maintain effective relationships with other management staff, employees and the general public; effective oral and written communication skills; high level of skills in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality; working knowledge and experience with MS Office, Excel, and internet sourcing; ability to objectively coach employees and management through complex, difficult, and emotional issues; ability to make recommendations to effectively resolve problems
or issues by using judgment that is consistent with university standards, practices, policies, procedures, regulations or government laws.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To supervise and administer human resources policies, procedures, programs and practices; including planning, organizing, developing, implementing, coordinating and directing. Duties include formulating policies and procedures for the human resources department and recommending polices and practices to senior management in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Develops and administers various human resources policies, plans and procedures for all university personnel.

* B. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.

* C. Develops/analyzes/implements/reviews compensation program; rewrites job descriptions as necessary; monitors performance evaluation program and revises as necessary.

* D. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.

* E. Monitors human resources website and intranet site regarding informational access and accuracy.

* F. Plans/develops/implements/analyzes HR metrics for departmental and university needs.

* G. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.

* H. Participates in staff meetings and attends other meetings and seminars as requested and/or assigned.

* I. Monitors recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientation and campus executive training; monitors employee relations counseling, exit interviewing and writes and places advertisements.

* J. Establishes and maintains department records and reports.

* K. Evaluates reports, decisions and results of department in relation to established goals. Recommends new approaches, polices and procedures to effect continual improvements in efficiency of department and services performed.
* L. Prepares, recommends and maintains records and procedures for controlling personnel transactions and reporting personnel data; monitors procedures for personnel data in the HRIS system.

* M. Designs personnel forms and directs the maintenance of personnel records by all departments. Monitors permanent personnel records.

* N. Monitors payroll policies and procedures.

* O. Serves as EEO specialist for the university.

* P. Monitors workers’ compensation claims.

* Q. Reviews and monitors benefit programs and open enrollments.

* R. Monitors unemployment claims and assists departments with claims and/or appeals.

* S. Oversees public information, provided by department, such as verifying employment.

T. Performs other related duties as required and assigned.

X. **COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Provost/legal counsel; associate legal counsel; administrative, executive, and staff of central administration; administrative and staff of the campuses; and the public.

XI. **LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

*Denotes essential elements of the position.