CAPE FEAR COMMUNITY COLLEGE

PERSONNEL DIRECTOR

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the personnel function including recruitment and selection, classification, compensation, group benefits administration and personnel records; to coordinate assigned activities with other college departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Vice President of Institutional Services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President of Institutional Services.

Exercises direct supervision over technical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume management responsibility for all services and activities of the Personnel Department.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including recruitment and selection, classification, compensation, group benefits administration and personnel records; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Vice President of Institutional Services; implement improvements.

Select, train, motivate and evaluate Personnel Department staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Personnel Department; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Serve as liaison for the Personnel Department with other college departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Vice President of Institutional Services; prepare and present staff reports and other necessary correspondence.
PERSONNEL DIRECTOR (Continued)

Essential Functions (continued):

Assist in the preparation and revision of job descriptions for all college classifications; update job description manual as appropriate.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modification to personnel programs, policies, and procedures as appropriate.

Direct and participate in the administration of the classification and compensation plan, recruitment and selection, and employee grievance procedures. Administer a system of personnel records; ensure the maintenance of confidentiality of records and files; dispose of personnel papers and files according to the Public Records Retention and Disposition Schedule.

Coordinate the processing of employee transactions including new hires, transfers, status changes, and terminations; conduct orientation for new employees; conduct exit interviews as appropriate.

Investigate employee complaints; assist in arbitrating employee grievances; participate in settling conflicts; participate in the documentation and recording of meetings.

Serve as the Title IX Coordinator, oversee the colleges policy of equal opportunity employment; coordinate compliance with other civil rights legislation; assist with coordination of Section 504.

Advise and assist employees and department management in a variety of personnel matters including the development, interpretation and application of personnel policies and procedures and the processing of employee grievances; participate in revising, distributing and collecting staff handbooks.

Develop a variety of personnel reports for appropriate agencies.

Other Important Functions:

Maintain inventory of supplies and materials; requisition necessary items as required.

Attend professional group meetings; stay abreast of new trends and innovations in the field of human resource management.

Provide staff support to a variety of boards and committees.

Assist with and participate in the work of subordinate staff as necessary.

Maintain and revise college organizational charts as appropriate.

Answer questions and provide information to college staff and the public on personnel activities; investigate complaints and recommend corrective action as necessary to resolve complaints.

PERSONNEL DIRECTOR (Continued)
**Other Important Functions (continued):**

Prepare recommendations for in-service training for college employees.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive human resources program.

Organizational and management practices as applied to the analysis and evaluation of personnel programs, policies and operational needs.

Modern and complex principles and practices of personnel program development and administration.

Data processing systems applicable to human resources administration.

Administrative polices and procedures of Cape Fear Community College and the North Carolina Community College System.

Principles and practices of personnel administration, including methods and techniques used in employee grievances, recruitment and selection, classification, salary and benefits administration, and equal opportunity employment.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, rules and regulations.

**Ability to:**

Manage, direct and coordinate the work of technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Personnel Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient human resources services.

Prepare clear and concise administrative reports.
PERSONNEL DIRECTOR (Continued)

Ability to (continued):

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Gain cooperation through discussion and persuasion.

Maintain effective audio-visual discrimination and perception needed for:

. making observations
. communicating with others
. conduct investigations
. conduct interviews
. reading and writing
. operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

. sitting for extended periods of time
. operating assigned equipment.

Maintain mental capacity which allows the capability of:

. making sound decisions
. administering policies in an equitable manner
. evaluating various alternatives and making appropriate choices
. maintaining confidentiality
. demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including college and government officials, community groups, and the general public.

Experience and Training Guidelines

Experience: Five or more years of increasingly responsible experience in all phases of personnel management and administration including three years of supervisory experience.

Training: A bachelor’s degree from an accredited college or university with major course work in business, personnel administration or a related field.