

# **Sul Ross State University**

## **Position Description**

**Official Title:** Human Resources Director  
**Salary Group:** Unclassified (8)

**Job Code:** 1430

### **Summary**

**Function:** To direct the Human Resources Office in administration of Sul Ross State University personnel and payroll policies and procedures for all employees.

**Scope:** Administers all aspects of human resources and payroll policies and procedures for all hourly, classified and non-classified employees and related services for academic employees, with broad responsibilities in the areas of employment, employee benefits, payroll, computer personnel records, employee relations, pay plan administration, position classification, unemployment claims, safety program, employee training, workers' compensation, equal employment opportunity and affirmative action program, as well as Title IX Administration.

### **Duties**

**Essential:** Responsible for formulation and interpretation of human resources and payroll policies and procedures; manages employment process including position announcement, advertisements, recruitment, application processing, skill testing, applicant referral, and applicant statistical data maintenance; administers insurance programs for all active and retired employees including health, dental, life, long term disability, flexible benefits plan with medical and dependent care accounts, claims problems, various reports, and beneficiary assistance; supervises employees responsible for production of monthly payrolls and associated reports; responsible for retirement programs including the Teacher Retirement System and Optional Retirement Program; advises employees concerning the Texas Deferred Compensation Plan and supplemental tax sheltered annuities; oversees personnel records management for all employees including personnel actions, benefit program, time sheets, and leave records; handles employee grievance procedures and other employee problems; provides for new employee orientation and initiates training programs; prepares University Pay Plan for publication; responsible for non-academic position classification system including studies of positions, formulation of specifications, and preparation of job descriptions in cooperation with supervisors; processes unemployment compensation claims; handles workers' compensation claims, accident and injury reports, and works closely with safety program; serves on employee awards, and other committees; responsible for Affirmative Action Program including preparation of plan, statistical records maintenance, numerous reports, and answers discrimination claims; work entails frequent contact with individual employees, department heads, and representatives of various companies; prepares reports and surveys for federal and state agencies, professional associations, and for internal use; serves as Deputy Title IX Coordinator; and performs other duties as required. Department heads are responsible for content and maintenance of their department webpages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

**Received:** Reports to Vice President for Finance and Operation.

**Given:** Supervises Human Resources Office staff.

### **Education**

**Required:** Bachelor's degree in personnel administration or related field.

Preferred: Master's degree with course work in personnel management.

Official Title: Director of Human Resources

Job Code: 1430

Page 2

**Experience**

Required: Four years managerial experience in Human Resources.

Preferred: Some or all experience gained in higher education or other state agency personnel administration.

**Equipment/Skills**

Required: Computer skills and working knowledge of standard office equipment.

Preferred: Computer payroll, personnel data base, spreadsheet, human resources administration software, and word processing skills.

**Working Conditions**

Usual: Typical office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September 2017