**Position Description**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director for Human Resources</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Finance</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>Administrative Staff</td>
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<tr>
<td>Reports To:</td>
<td>Senior Director for Human Resources, Vice President for Finance</td>
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<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
<tr>
<td>Hire Date:</td>
<td>November 1, 2019</td>
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<tr>
<td>Work Location:</td>
<td>Louisiana Campus</td>
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<tr>
<td>Work Schedule:</td>
<td>M-F 8am – 5pm</td>
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<tr>
<td>Percent Employment:</td>
<td>100 %</td>
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I. **Job Summary:**
The position functions as the Human Resource Officer for the Louisiana Campus. Functions include employee administration, benefits administration, new employee orientation, payroll administration and support for the business office. Also, this position may assist the Vice President for Finance with some budgeting tasks.

II. **Job Duties:**

A. **Employee Administration**
These duties include originating and maintaining all employee files (including all new fiscal year changes and any successive updates); facilitating the completion of all faculty and staff activity reports; facilitating recruitment for vacant positions and maintaining all recruitment files (including job advertisements, interactions with job candidates and position offers); performing criminal and electronic media background checks; assisting in updating College faculty and staff handbooks; maintaining Paychex's HR Online and Preview, and Excel workbooks utilized by Human Resources for reporting purposes; advising employees and supervisors on resolution of workplace conflicts, the best practices related to disciplinary actions process, and other workplace issues. An additional task is confidentiality with recording sensitive employee information on the College’s network.

B. **Benefits Administration**
These duties include facilitating annual benefits reviews; participating in investigations of changes in fringe benefit programs offered by VCOM; facilitating the annual benefits meetings for VCOM employees during open enrollment; maintaining and procuring needed or required benefit information; reconciling benefit expenditures to employees’ choices, and coordinating periodic benefits audits for accuracy and any legal changes or updates.

C. **New Employee Orientation**
These duties include assisting new employees with the completion of all required employment forms; performing verification checks for employment authorization; explanation of benefits options; assistance with benefits enrollments; and completion of the personnel file (including preparation for
payroll, execution of all benefits enrollments and filing of all documents in the appropriate areas. Providing a brief summary of VCOM resources and resources available through collaborative institutions. Development of welcome packet for new employee and announcement to current employees. Collaborate with Facilities, IT and Communications and Marketing to facilitate photographs, identification cards, building access and IT access.

D. Payroll Administration
Procure and process any and all changes to employees’ salaries or wages, deductions, withholdings, and hourly wage timesheets for the Louisiana Campus by the established deadlines so semi-monthly payrolls can be paid on the first and sixteenth of each month. This position also will assist in providing accounting coding for expensing employees’ salaries and fringe benefits. This position will also serve as the back-up for all payroll entry for the Auburn, Carolinas and Virginia Campuses.

Maintains employees’ leave balances in Preview so the appropriate leave balances are reported on employees’ electronic paycheck stubs. Leave balances should be updated each month, but more frequently as the fiscal year end approaches.

Inform the Senior Director for Human Resources of all additions and changes to employee information in an effort to create and/or update employee project codes and distribution codes within the College’s accounting system (only in the absence of the Associate Director for Human Resources – Virginia Campus).

E. Training and Education
Reading, attending conferences, meetings, seminars and webinars to remain current with changes in employment law, employee relations, fringe benefits and other human resource topics relevant to VCOM.

F. Support Business Office
At the beginning of the budgeting process for the subsequent fiscal year, update the Personnel Roster in the budget model. Information updated includes, but is not limited to, account coding for each position, salaries, fringe benefits, CME and dues, loan repayments and salary recoveries. This information needs to be updated for new and existing employees until the budget model is loaded in the accounting system in July or August.

G. Perform Other Duties As Assigned.
Of particular importance is to assist in preparing for accreditation visits by COCA.

III. Required Qualifications:

Education: Bachelor’s degree in Human Resources or related field.
Licensure or certification: N/A
Experience: Three or more years of experience practicing Human Resources in the profit or non-profit sectors

Skills required for this position:
- Strong organizational and time-management skills
- Ability to manage multiple priorities and meet deadlines
- Ability to work quickly to complete high volume duties in an accurate and timely manner
- Detail-oriented
- Ability to work courteously and effectively under pressure
- Strong analytical skills and ability to solve moderately difficult problems
- Excellent interpersonal and communications skills, and strong customer service skills
- Ability to travel occasionally
- Strong computer skills
- Strong team player
- Confidentiality
- Commitment to company values

Preferences may be given to applicants who have the following skills or attributes:
- Master’s Degree in Human Resources or related field
- Certification as a Professional in Human Resources (PHR/SPHR/GPHR or SHRM equivalent).
- One year’s experience processing payroll
- The ability to learn and work within a College-wide integrated system

Successful candidate will be subject to a criminal history background check.

IV. Working Conditions and Efforts:

The physical demands and work environment characteristics 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.

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 35 pounds.

Work Environment: Office environment. Outside travel required 10% of time. The noise level in the work environment is usually minimal.
This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

V. **VCOM Core Values:** The employee is expected to adhere to all VCOM polices. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to be as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

The employee is expected to adhere to all VCOM polices. VCOM faculty/staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.

I have read and understand this explanation and job description. Job description may be changed at any time.

**Employee Signature:** ___________________________  **Date:** ______________________

**Approvals:**

Immediate Supervisor: ___________________________  **Date:** ______________________

Division Officer:  ___________________________  **Date:** ______________________

President/Provost:  ___________________________  **Date:** ______________________