LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

DIRECTOR OF HUMAN RESOURCES

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Director of Human Resources located in the Baton Rouge office and reporting to the Senior Vice President for Finance and Administration.

SUMMARY: The Director of Human Resources shall be appointed by the Sr. Vice President for Finance and Administration with the concurrence of the President of the Louisiana Community and Technical Colleges (LCTCS) and shall report directly to the Sr. Vice President for Finance and Administration. This position shall be responsible for administrative oversight and coordination of various human resource related functions for the LCTCS Board of Supervisors, the Board Office and the Louisiana Community and Technical Colleges managed by the Board of Supervisors.

The duties of the Director of Human Resources shall include, but are not limited to, the following:

- Coordinates with colleges, Board Office personnel and others to develop and recommend policies and procedures by monitoring human resources issues, such as the public sector, business and industry, federal and state guidelines compliance, drug testing and other related areas.

- Participates in the development of new or revised performance appraisal tools. Provides training and assistance to supervisors and employees in proper use of performance appraisal tools.

- Provides assistance to management in counseling employees with work related or performance issues and make referrals for professional assistance, if necessary.

- Coordinates with colleges, the Board Office staff, the Board of Supervisors, Civil Service and other agencies in all matters related to classified and unclassified positions. Assists management in developing jobs descriptions of new positions and prepares and provides supplemental information to Civil Service. Advises management on various courses of action available to address Board Office personnel classification needs.

- Serves as the LCTCS representative to coordinate the maintenance of the ISIS/HCM Human Resource System for the Board Office and the Colleges.
• Coordinates and supports the Human Resources and Benefits implementation team for the statewide HRMS, Enterprise Resource Planning (ERP) system, currently Ellucian/Banner. Serves as an HR/Benefits/functional expert for those respective modules of the HRMS system.

• Interprets and shares Civil Service rules and regulations and agency policies and procedures regarding personnel actions for management, employees, and applicants. Coordinates with colleges and Board Office management and employees regarding application of Civil Service rules and state and federal laws.

• Manages recruiting, selection, and placement activities for the Board Office. Monitors hiring and promotional practices to advise management regarding legal requirements, particularly EEO guidelines, and department policy. Assists supervisors in understanding affirmative action considerations.

• Oversees record entry of all new employees into the human resources system. Ensures completion of appropriate HR/payroll documents for all new employees including W-4s, L-4s, etc. and notifies employees when adjustments are necessary. Addresses questions from employees related to W-2s, payroll documents, or adjustments to various benefits and coordinates with the Office of Statewide Information System and Office of Uniform Payroll to resolve discrepancies.

• Monitors civil service employee anniversary dates to ensure timely processing of annual merit increases. Oversees entry of appropriate record updates associated with unclassified employee pay raises or status changes.

• Responsible for reconciliation of payroll entries and payroll documentation with employee records to insure they are accurate and appropriately maintained in accordance with auditing guidelines.

• Coordinates with other state agencies regarding crediting leave balances and rates of leave earnings on employees hired from those agencies.

• Serves as benefits coordinator for the LCTC system office and acts as an advisor to management in addressing all human resource related matters. This includes maintaining administrative contacts with the governing boards of the various state benefit programs as well as plan representatives (medical and dental, retirement, deferred compensation, etc.) to ensure the effective delivery of current information and prompt resolution of problems associated with the various programs.
- Receives complaints from employees and management and attempts to negotiate resolution of problems outside of the formal grievance process. Conducts any required research to ensure accuracy of allegations. Counsels employees and supervisors to resolve problems before the formal grievance or disciplinary process is used.

- Advises supervisors and managers of their options and responsibilities in taking disciplinary actions. Assists management in adhering to procedural details related to employee grievances and the employee disciplinary process. Meets with employees and advises them of their options and appeal rights.

- Represents the Board Office and provides testimony at administrative hearings regarding unemployment and workers compensation matters.

- Serves in an advisory capacity to human resources staff of all colleges. Provides staff guidance to the Human Resources Committee made up of member colleges.

- Other human resource related functions.

**Minimum Qualifications**

**Education and Experience Requirements:** A baccalaureate degree in human resources or related area from an accredited institution plus 5 years of professional level experience, with at least 3 of those years in a supervisory/management capacity.

Substitutions for Education and Experience Requirement:
- A master’s degree in Human Resources or related field or a Law Degree may substitute for the baccalaureate degree and one year of the 5 year experience requirement.

**Preferred Education and Experience:** A Master’s Degree in Human Resources or related field, a Law Degree or Ph.D. with 3 years in a supervisory/management capacity in Human Resources.

**Required Certification:** Certification by the Society for Human Resources Management (SHRM) as a Professional in Human Resources (PHR) is required. Certification by SHRM as a Senior Professional in Human Resources (SPHR) is desired.
Required Professional Membership: Greater Baton Rouge Society for Human Resources or comparable level state or local human resources society membership required. National Society for Human Resources Management membership desired.

Additional Required Knowledge, Skills and Abilities:
- Experience in developing and implementing policies and procedures in the human resource area and familiarity with automated human resource management systems
- Knowledge of applicable federal and state laws as well as a working knowledge of Louisiana State Department of Civil Service rules and regulations
- Demonstrated ability to work well with others at all levels of the organization
- Strong written and oral communication skills
- Experience in handling information in a sensitive, confidential and professional manner
- Strong organizational skills
- Advanced working knowledge and proficiency with a variety of multiple electronic devices and software/database applications such as Microsoft Word, Excel, Access and PowerPoint
- Experience in working with large scale Human Resources and Payroll Information Technology Systems

Compensation:
Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.

Application Instructions:
Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references by email to fkillen@lctcs.edu or by mail to:

Assistant Director of Human Resources,
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge,
LA 70806

Applications will be accepted until position is filled, but preference will be given to those received on or before December 18, 2012.