



POSITION TITLE: Director of Human Resources

POSITION STATUS: 12 month, full time

FLSA STATUS: Exempt

REPORTS TO: Vice President of Administrative Services

SUPERVISES: HR Coordinator, Hourly personnel and Work study students

POSITION SUMMARY: The Human Resources Director is a staff position for which basic responsibility is general management and control of all personnel functions of the college to include, but not limited to, affirmative action, EEO, Title IX, management of personnel/human resources, staff development, and ethics officer. The position also has budget responsibilities concerning staffing patterns and salaries. This position will ensure compliance with the personnel policies and procedures of the State Board for Community Colleges and Occupational Education (SBCCOE), State of Colorado, CCCS, and TSJC.

POSITION FUNCTIONS:

1. Advertise all position vacancies and monitor hiring process for regulatory and legal compliance.
2. Maintain all personnel files (including Adjunct faculty). Adjunct faculty hiring will be the sole responsibility of the individual department chairs/directors. All personnel files will be maintained by and in the HR office.
3. Keep current with all employment laws/regulations and initiate policy/procedural changes where required to comply with laws or regulations.
4. Complete background checks on all employees for TSJC to include administrative, professional-technical, classified, part-time instructors and staff, and student and temporary employees.
5. Oversee and maintain all areas of HR with the Banner HR/Payroll system.
6. Advise administration in personnel and employment law matters as required.
7. Investigate and recommend action in all discrimination/harassment complaints and grievances.
8. Maintain and promote positive public relations, customer service attitude with all persons dealt with as part of the personnel/HR functions.
9. Conducts new employee orientations and performs employment exit interviews.
10. Plan, coordinate, and evaluate staff development activities (i.e., sexual harassment, techniques of supervision, personnel evaluation, growth and development planning, legalities of disciplinary actions and/or processes, screening committee actions, operations and general procedures, etc.) and opportunities.
11. Represent the college in all stages of proceedings for terminations, workman's compensation, and unemployment and Title IX for all personnel.
12. Serves as Title IX Coordinator and Investigator.
13. Compile data and prepare related reports as required.
14. Inform the Vice President of Administrative Services of all ongoing issues or concerns.
15. Other duties as assigned.

Position Qualifications Required:

Required:

1. BS degree in business administration, public administration, management, or personnel administration/human resources management or related field.
2. Previous experience (or related experience) as an administrator of personnel functions.

3. Ability to read, understand, and apply employment law, personnel administration, EEO/AA laws and regulations, employee benefit plans and classification and salary administration plans.
4. Excellent interpersonal relations/ communications skills mandatory.

Salary:

Annual salary is \$49,741.00 for a full-time, twelve-month appointment dependent upon qualifications, experience, and education. Benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Transcripts (of highest education attained; unofficial are sufficient); and
- Three (3) current references. Include addresses and telephone number contact information.

Closing

Closing date for receipt and consideration of candidates is **August 9, 2019 at 5:00 p.m.** *Incomplete applicant files may not be considered. Screening of applications to begin immediately.*

Proposed starting date: Negotiable

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee, Director of Human Resources
ATTN: Human Resources
600 Prospect Street
Trinidad, CO 81082
(719) 846-5534
Email: lorrie.velasquez@trinidadstate.edu
Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Lorrie Velasquez, Vice President of Administrative Services, Trinidad State Junior College – (800) 621-8752, ext. 5534 or (719) 846-5534

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CAMPUS SECURITY

This position has been identified by the U.S. Department of Education as a Campus Security Authority. As a Campus Security Authority the incumbent in this position is required to report all crimes that they become aware of to the Vice President of Student Affairs, Dean of Students or Human Resources Department at Trinidad State Junior College.

This position must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of student training and awareness programming in campus housing regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of primary prevention and awareness programs in campus housing for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with College staff responsible with overseeing Clery Act compliance.

NOTICE TO ALL APPLICANTS

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618

ABOUT TRINIDAD, COLORADO

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

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TSJC MISSION STATEMENT

Enrich our diverse communities through qualify educational experiences and lifelong learning.