

# Director of Human Resources

## Company: Southern California College of Optometry

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### Director of Human Resources

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We are currently seeking a talented Director of Human Resources who will be responsible for administering and managing all phases of the Human Resources Department in accordance with state, federal and local law and College policies and regulations. The Director is a full-time hands-on administrative position reporting directly to the President.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for recommending, developing, implementing, and coordinating policies and programs covering the following: employment, employee relations, wage and salary administration, benefits administration, orientation and training, safety and employee services. Assures that college employment, safety, employee relations, Human Resources and equal opportunity policies and practices comply with applicable federal and state labor laws.
- Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g. OSHA, EEO, Wage and Hour, ERISA). Monitors exposure of the College. Directs the preparation of information requested or required for compliance. Acts as a primary contact with labor counsel and outside government agencies as it relates to the Human Resources Department.
- Establishes standard recruiting and placement procedures. Develops recruitment resources. Maintain employment applications per College guidelines. Facilitates the search process. Ensures background investigations are conducted.
- Consults and coordinates with managers on matters relating to employment, promotions, discipline, grievances and terminations.
- Implements and updates compensation program, job descriptions and performance evaluation program and revises as necessary. Conducts and participates in salary surveys throughout the year.
- Achieves a positive balance within the College community by serving as liaison between administration, faculty, and staff.
- Provides guidance and ensures employee terminations are handled according to College policy. Prepares employee separation documents. Conducts exit interviews when possible.
- Assists Vice President and Dean of Academic Affairs with Human Resources administration for faculty including record maintenance and benefits administration.
- Meet established deadlines for semi-monthly payroll processing and payment of invoices.
- Ensure employee benefits are properly set up, changed as requested, and terminated in a timely manner as to protect college assets by meeting notification deadlines.
- Handles claims for unemployment insurance. Attend administrative hearings as required. Monitors claims billing for accuracy.
- Develops and updates employee handbooks and department policy manual. Maintains historical records of College Human Resources regulations, policies and handbooks.
- Ensure maintenance of Human Resources records for compliance with applicable laws and confidentiality. Inputs and updates data in the Human Resource system.
- Continually monitor and compare the College's benefit plans to insure the College's competitiveness in the market place. When necessary to upgrade, select and coordinate the use of Human Resources consultants, insurance brokers, insurance carriers and other outside sources.
- Oversees worker's compensation program. Ensures timely reporting claims, maintains documentation, communicates benefits to employees and communicates effectively with insurance company representatives, and attorneys.
- Protects interest of employees and the College in accordance with Human Resources policies and governmental laws and regulations ensuring consistent, equal and fair treatment. Assists in keeping employees informed of all changes in Human Resources policies. Facilitates problem solving and conflict resolution of complaints and issues received from managers and employees.
- Prepares department budget per College guidelines. Develops annual salary budget for all support staff.
- Prepares monthly, quarterly and annual reports as required by management, accrediting and government agencies.

- Identify training needs and interests among staff and develop programs to fill these needs using variety of venues.
- Total responsibility for Service Award Program, Annual Staff Appreciation Program (Doris Caldwell Staff Appreciation Event), Annual Support Staff Retreat.
- Coordinates annual TB Testing and Flu Shot clinics along with maintaining the records.
- Supervises Human Resources Generalist.
- Assist and serve on the College's Disaster Preparedness Committee and Budget Compensation Policy Committee.
- Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

Our successful candidate will have a Bachelor's degree in related field from an accredited College or University along with 10 years or more of progressively responsible experience in Human Resources as a generalist plus supervisory responsibilities. Certification is preferred. Additional qualifications include:

- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, and flexible. Understands people and their problems and supports fairness and consistency in areas of policy, Human Resources administration and employee relations.
- Good reasoning abilities. Sound judgment. Good communication skills.
- Resourceful and well organized.
- Results and people oriented, ability to balance and support business needs and priorities.
- Excellent training and presentation skills.
- Detailed Oriented
- Quality of Service oriented.
- Computer literate in Word and Excel.
- Knowledge of federal and state wage and salary laws and regulations.

#### **APPLICATION PROCESS:**

Qualified candidates are encouraged to send their resume along with a short cover note conveying why they feel they would be an excellent candidate for this position. **Please include salary expectations** along with your resume and cover note.

SCCO is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Please send resumes to: [dredfern@scco.edu](mailto:dredfern@scco.edu)