



Savannah State University

Position Description – Director – Human Resources

POSITION DESCRIPTION

Position Title: Director – Human Resources FLSA Status: Exempt

Reports to: President

Department: Office of Human Resources

Date Prepared: January, 2007

BASIC FUNCTION

As a senior member of the management team, this position exists to ensure that the university is in compliance with regard to local, state, and federal regulations pertaining to employment law. The position also serves to oversee standard operations of the department including, recruitment, benefits administration, employment relations, training and development and matters relating to VISA applications. Additionally, the incumbent serves as Open Records Custodian for the University.

NATURE & SCOPE

Reporting directly to the President, the incumbent in this position provides assistance, advice and leadership by interacting regularly with the department heads, Vice Presidents, the President, employees and the general public to ensure a timely response to issues that have a major impact on university processes and procedures. The incumbent must serve as the lead coordinator, ensuring SSU's compliance as new federal regulations are implemented.

The Director of Human Resources is responsible for the Title III Professional Staff Development Activity and the budget that corresponds with this endeavor along with the coordination of immigration related issues.

Act, advocate and liaise, in areas relevant to the position with other institutions, governmental agencies and organizations.

The incumbent in this position has the latitude to consider courses of action within the constraints of well-defined university practices and procedures, and may consider developing new procedures related the human resources function ensuring that decision(s) or actions that could potentially have a liability impact on the university receive approval of the President.

PRINCIPAL ACCOUNTABILITIES

- Interprets relevant policies and procedures
- Counsels department/unit heads on personnel matters
- Conducts employee training programs
- Supervises staff operations, evaluate progress and monitors departmental state and federal budgets
- Monitors managerial human resources decisions in the department
- Performs other duties as assigned by the President

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor's degree in business administration, management or related field; Masters degree is preferred. Excellent oral and written communications skills; minimum five years supervisory experience. In addition the position requires that the incumbent is computer literate along with extensive knowledge of personnel and immigration laws and regulations.