

## Klamath Community College

# Human Resources Manager

<b>SALARY</b>	\$19.49 - \$32.49 Hourly \$3,378.25 - \$5,631.58 Monthly \$40,539.00 - \$67,579.00 Annually	<b>LOCATION</b>	Klamath Falls, OR
<b>JOB TYPE</b>	Full-time Exempt	<b>JOB NUMBER</b>	2021-55
<b>DEPARTMENT</b>	Human Resources	<b>OPENING DATE</b>	09/16/2021
<b>CLOSING DATE</b>	Continuous		

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### Description

**At KCC we take every precaution possible to maintain a safe environment. Masks are required and vaccinations are recommended but not required.**

### JOB SUMMARY

The Human Resources Manager supports the Executive Director of Legal and Human Resources through a variety of Human Resources-related functions including formulation of policies and procedures pertaining to hiring, workplace safety, employee leaves, and compensation. Oversees employee benefits programs including health and life insurance, retiree insurance, EAP Program, Worker's Compensation, Section 125 Plan, and FMLA/OFLA. Administers open enrollment providing employee support and education. The Human Resources Manager is responsible for administering the online application software for recruiting activities and managing employee information; recommending the hiring of new employees and training and supervising staff members; investigating employee conflicts and recommending solutions; prepares and manages Human resources budget. Exercises a high-level of independence combined with professional judgment related to established policy, procedures, and guidelines. Prepares and manages Human Resources budget. For best consideration, please apply before November 15th, however the position will be open until filled.

### Examples of Duties

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Administers human resources policies and procedures pertaining to hiring, workplace safety, and employee leaves and compensation.**

- Plans and coordinates the recruitment and selection of all College employees; develop recruitment guidelines and processes to ensure equal opportunity, diversity, and quality in the appointment, promotion, transfer, reassignment and retention of employees
- Ensures the fair, consistent, efficient, and objective interpretation and application of human resources policies and procedures
- Writes directives advising employees of institutional policies regarding equal employment opportunities, compensation, and employee benefits
- Ensures that College policies and procedures comply with state and federal laws and regulations
- Provides leadership on the design, implementation, and maintenance of a comprehensive employee evaluation program
- Assists in the resolution of personnel issues and actively participates in discipline and discharge situations, ensuring proper documentation and consistency of treatment

- Plans and implements staff development and actively participates in pre-service development and activities
- Keeps records of insurance coverage, pension plan, and personnel actions including hires, promotions, transfers, evaluations, and separations
- Prepares letters of appointment for the President's signature, employee separation notices, and related documentation
- Responsible for exit interviews
- Serves as a link between management and employees by handling a variety of questions, interpreting and administering policies, and helping to resolve work-related problems.
- Collaborates with department directors to determine job needs and create job descriptions and postings.
- Screens applications, develops interview questions, and serves on search committees as needed.
- Supports various aspects of the selection process including processing applications, serving on search committees, and making recommendations for hires.
- Conducts pre-employment reference checks, coordinates background and drug testing assessments, and collaborates with the hiring manager and President to finalize job offers.
- Collaborates with supervisors to assign salary grades to new positions.
- Plans and conducts new employee orientations ensuring understanding of organizational policies, working conditions, and employee benefits.
- Coordinates all activities related to FMLA/OFLA leaves, including notice to employees of leave rights, collaborating with payroll to administer leaves, requesting medical certifications, and tracking leave time.
- Coordinates performance-management activities, including tracking performance evaluation completions and coaching managers on written comments.
- Collaborates with the Vice President of Academics to prepare and distribute credit and non-credit adjunct employment contracts ensuring contract amounts align with collective bargaining agreement.
- Assists with collective bargaining by providing research, data collection, and development of reports for Executive Team.
- Administers Office365 adjunct faculty email system.
- Manages worker's compensation claims; assists employees with filing claim, return to work strategies, prepares yearly reports; manages cooperative work experience reporting and assists with yearly audits.
- Conducts investigations and makes recommendations on performance improvement plans and disciplinary action on employee issues.
- Collaborates closely with Payroll in determining compensation increases.

**Coordinates various employee benefits, including benefits planning, administration, open enrollment, and employee support and education.**

- Acts as prime liaison and coordinator with outside vendors for employee benefits such as health insurance and retirement plan accounts, ensuring the delivery of timely, cost-effective, and valued programs maintained and administered in compliance with applicable laws and plan designs.
- Prepares and processes a variety of benefit-plan summary documents and other business or government forms pertaining to plan administration.
- Maintains and updates all benefit plans and procedures.
- Oversees annual benefits open enrollment, including employee education, gathering and organizing employee forms and information, and providing necessary information to vendors and payroll.
- Coordinates benefit paperwork and verifies for completeness and accuracy, including employee adds/changes/removals, and reconciliation of benefit payments.
- Enters employee information into the state-wide OEGB computer system and updates as necessary.
- Responds to employee benefit questions and complaints and assists employees by providing guidance in plan interpretation and plan documents.
- Conducts benefits orientation for new hires.
- Ensures that benefits are administered in a manner that is consistent with institution policy the current collective bargaining agreement, and legal compliance including ERISA requirements.

**Administers HR systems for recruiting activities and managing employee information.**

- Serves as Jenzabar Human Resources Module Manager.
- Administers NEOGOV as a means for posting job openings, tracking, and reviewing applicants.
- Develops procedures and provides system training for internal users.
- Manages the distance education new employee enrollment process ensuring compliance with state and federal laws.

- Registers adjunct faculty in Office 365 email system and troubleshoots problems.

### **Recommends the hiring of new employees; trains and supervises department staff.**

- Manages department and administrative assistant, ensuring that department deliverables and quality standards are met.
- Conducts performance appraisals for direct reports.
- Contributes to the engagement of direct reports; providing frequent performance feedback, opportunities to develop and grow, encouraging input, empowering decision-making, displaying concern for the employees' well-being, and equipping the employees to succeed in their roles.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sources and recruits talent by developing attractive advertisements and sources to post job openings.
- Prepares various state and federal yearly reports.
- Acts as backup to College's key card system.
- Other duties as assigned.

### **Qualifications**

#### **KNOWLEDGE, SKILLS, AND ABILITIES NEEDED TO PERFORM THIS ROLE:**

- Excellent interpersonal and customer service skills, with the ability to maintain composure in high stress situations and remain flexible despite interruptions and/or routine changes.
- Ability to organize and complete multiple assignments on-time with accurately and minimal supervision.
- Demonstrates success in leading the work of others and collaborating cross-functionally to meet deadlines, manage projects, and execute a wide range of human resources activities.
- Ability to communicate clearly, effectively, and professionally through both oral and written formats.
- Ability to manage and coordinate multiple projects and resources while meeting critical deadlines.
- Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full institution-wide context.
- Ability to use sound judgment and make independent decisions on a variety of human resources issues.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree or equivalent in human resources, business, or a related field.
- Minimum three (3) years of work experience and competency in performing the full range of human resources activities.
- Requires advanced, high-level skills in use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); experience with HRIS preferred.
- Certification as Professional in Human Resources (PHR or SHRM) preferred.
- At least one year of Experience in Title IX Cases preferred.

### **Supplemental Information**

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Frequently moving from stationary sitting positions to standing and walking.

#### **Agency**

Klamath Community College

#### **Address**

7390 S. 6th Street

Klamath Falls, Oregon, 97603

#### **Phone**

541-882-3521

#### **Website**

<http://www.klamathcc.edu>