

CLOUD COUNTY COMMUNITY COLLEGE

Administrative Support Position Job Description

Position Title: Director of Human Resources

Reports To: Vice President for Administrative Services

Type of Contract: Administrative Support

Length of Contract: 12 Months

Date of Position Description: January 2026

The administration retains the right to change duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Director of Human Resources is a strategic leader responsible for the comprehensive development of the College's workforce. This includes overseeing modernized payroll and personnel systems, leading talent acquisition through lead generation, and integrating HR technology to improve efficiency. The Director services as a key advisor to the Board of Trustees on negotiations and budgeting, manages the fringe benefit portfolio, and ensures the College remains an "Employer of Choice" through competitive total rewards and a culture of belonging. Bachelor's degree in Human Resources, Business Administration, or a related field required. Three to five years of progressive HR experience (Education or Public Sector) preferred. Proficiency in HRIS (Human Resources Information Systems) and automated payroll platforms. Use of Jenzabar software for payroll processing is a plus. Preferred Qualifications: SHRM-SCP or SPHR certification and/or Master's degree in a related field.

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- discharge effectively and efficiently the duties and responsibilities assigned to this administrative position: such duties may include, but are not limited to: (1) the development and maintenance of budgets; (2) the development and supervision of personnel within the areas of assigned responsibilities; (3) the collection and dissemination of data and information; (4) the promotion of communications within the College community and the community-at-large; (5) the participation in appropriate committees and work groups; (6) the participation in planning and decision making; (7) the application of institutional and governmental policies, procedures, and regulations; and (8) the completion of other administrative responsibilities as appropriate or as assigned by the Dean of Administrative Services;

- prepare the position vacancy advertisements and submit them to the determined publication, professional networks, social media, the bill board, and the Cloud County Community College's web site;
- oversee the ethical implementation of AI tools for recruitment, screening, and routine employee inquiries to increase department efficiency;
- works with directors to effectively and lawfully recruit, screen, and select qualified candidates or authorized positions;
- develop and implement orientation and training program, and manage funding for employee professional development;
- maintain the Employee Handbook;
- Advise and assist staff in the development and maintenance of appropriate job descriptions for new and revised positions;
- Responsible for compliance with college policies and state and federal employment laws;
- meet with applicants for position vacancies and explain the compensation system and benefits offered by the College;
- assist in the management of the college disciplinary process regarding employees and lead investigations into misconduct with a focus on legal documentation;
- conducts investigations into allegations of employee misconduct and assures all relevant facts are recorded;
- coordinates the college worker's compensation insurance and assists employees in completing incident report forms and appropriate claim forms for the college;
- responsible for tracking workloads of part-time employees to stay in compliance with ACA and KPERS;
- advises and assists supervisory staff with performance appraisals and monitors completion;
- attends meetings and conferences to remain up-to-date on human resources laws, rules, and regulations (overnight travel may be required);

- oversee mandatory training for employees and serves as administrator of the college employee training platform. Notifies employees when mandatory training is due and track completion of training;
- supervise a Human Resources Assistant and develop cross-training and continuous improvement;
- responds to routine requests for HR information such as verification of employment in coordination with the Human Resources Assistant;
- serves as HIPAA privacy officer, ensuring the college maintains privacy of employee's protected health information;
- maintains the confidential storage of personnel files and other sensitive personnel documentation. Determine appropriate methods for storing, retrieving, and purging personnel files;
- Initiates intake and exit communication;
- prepare various employment contracts and letters of appointment, and Memorandums of Understanding;
- administer the fringe benefit program at the College including health and life insurance coverages, the Section 125 cafeteria plan, and the retirement system;
- serve as the Designated Agent for matters related to the Kansas Public Employees Retirement System (KPERs);
- prepare salary and wage calculations for budget, payroll, negotiations, and personnel record purposes. This is to include the oversight of the payroll process including the preparation of payroll and preparation of statutory deposits and reports;
- assist the Board of Trustees in the negotiations process with the Cloud County Community College Faculty Association;
- utilize People Analytics to provide the VP for Administrative Services with insights on turnover trends, workforce demographics, and compensation benchmarking;
- participate in college-wide strategic planning, ensuring personnel initiatives align with student success and institutional growth;
- assist in the preparation of personnel costs for grant applications;

- create and maintain personnel database for use by Cloud County Community College in various functions;
- handle high-stress situations professionally;
- create, edit, and maintain appropriate personnel manuals and policies; and
- interact cordially with coworkers to accomplish common tasks, and
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:

- Health care coverage for employees and eligible dependents (up to \$872.71 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center