

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Director of Human Resources

EEO CATEGORY: Administrative

JOB NUMBER: 0-1946

STATUS & GRADE: E-NC

DATE: 10/2002

DEPARTMENT: Human Resources

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's in Business. Master's desirable. Seven (7) years experience in human resource management, specifically in the areas of Staffing, Wage & Salary Administration, Benefits, Employee Development, EEO/Affirmative Action, Employee Relations, Risk Management, and Records. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Functional responsibility for administration of the human resource program and management responsibilities of the Human Resources Department.

SUPERVISION GIVEN & RECEIVED: Human Resources Department staff.

PRIMARY RESPONSIBILITIES: Supervises the operation of the Human Resources Department. Work involves the administration and supervision of all personnel functions such as but not necessarily limited to staffing, wage and salary, benefits, EEO/Affirmative Action program, employee development, employee relations, risk management, and personnel records. Advises the university administrative officers on personnel matters. Recommends and writes policies and procedures related to personnel administration. Represents the university in dealing with personnel administration. Serves as Affirmative Action Officer for the university. Interprets policies, and laws that relate to the Human Resources function of the University. Performs other related duties as assigned.

OTHER SPECIFICATIONS: State Agencies, Federal Agencies, and Systems Office. Other university departments, directors, staff, and various visitors of the university.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.