SAMPLE JOB DESCRIPTION

**RAMAPO COLLEGE OF NEW JERSEY
JOB DESCRIPTION**

TITLE: Associate Director of Human Resources (Associate Director 2, D27)

INCUMBENT : (If applicable)

UNIT/DIVISION:

DATE: April 21, 2004

JOB SUMMARY

Under the direction of the Director of Human Resources, provides general oversight to various activities of the Department of Human Resources such as employment/staffing, classification and compensation, performance and disciplinary matters. Manages specific activities such as programming and training and has primary responsibility for the IT function of the department. This includes ensuring the accuracy and integrity of the HRS database; providing training and system support to users within HR and outside HR; ensuring interface with other functional areas such as CCIS, Payroll, Business Services, Position Control, Budget and Fiscal Planning. The position is specifically dedicated to the migration from SCT HRS Plus to SCT Banner HR and the maintenance and enhancement of SCT Banner HR. Responsible for improving efficiencies within all functional areas of Human Resources by using technology and providing systematic solutions to problems. Acts with the authority of the Director in her absence.

DUTIES

Assists Director in establishing short term and long range unit goals and develops policies and procedures in accordance with College policies, goals, and objectives. Acts with the authority of the Director in her absence.

Provides general oversight to various HR functions such as employment/staffing, classification and compensation, and performance and disciplinary matters. Oversees the staffing function including the recruitment of classified and unclassified staff and the certification process for classified staff.

Manages the human resources information system in coordination with CCIS and the Manager of Employee Services and Records, including maintenance of applicable data files to comply with federal and state regulations, contractual agreements and Board policy. Responsible for reporting, security and training for the human resources information system. Acts as liaison with other departments to optimize functionality of integrated applications.

Serves as system resource manager for the data function within HR. In coordination with the Manager of Employee Services and Records, develops, implements, updates and maintains the human resources information system. Updates and modifies codes, tables, reports and other systems

applications to ensure continued operations and reporting efficiency.   Works closely with the CCIS Systems Analyst to facilitate clear communication and drive the functional system requirements of HRIS. Establishes and oversees the control and validity of all data generated. Maintains data integrity and accuracy.

Serves as Project Leader for migration from SCT HRS Plus to SCT Banner HR as the functional HR Subject Matter Expert to facilitate clear communication and oversee the functional system requirements of HRIS.

Provides technical support, training, troubleshooting and guidance for SCT Banner HR to all HR functional operational processes, which includes current configuration, enhancements, upgrades and new applications. Provides technical training for appropriate professional, administrative and clerical staff for developmental purposes.

In conjunction with the Director, assists with the design, development and delivery of training programs with emphasis on technology training. Conducts needs assessments, contacts training agencies and consultants, evaluates programs. Maintains a library of training materials. Manages training budget.

Liaison with CCIS and TLTR to coordinate and deliver appropriate technology training to Ramapo College faculty and staff. Develops instruments for technology skill assessment.

Responsible for improving efficiencies within all functional areas of Human Resources by using technology to replace manual functions. Conducts necessary research and consultation to computerize Human Resources procedures. Conducts technology skills assessment and arranges for appropriate training of Human Resources staff. Develops local system solutions to HR needs including processing workflow and ensuring appropriate interfaces with all other information systems.

Supervises a Secretarial Assistant. Develops performance standards, conducts performance evaluations, provides guidance and counsel.

Uses various office systems and software, including HRS, SIS and software such as Microsoft Office Suite (Word, Excel, Access, PowerPoint), organization chart, flow chart, e-mail and voice mail.

REQUIREMENTS

EDUCATION

A bachelor's degree and five years of related professional experience in the general HR field with emphasis on data management.

EXPERIENCE

Experience working with the design, installation and maintenance of complex automated management systems preferred, particularly a human resources information system and preferably in a higher education environment, or equivalent. Experience with system migration very helpful. Teaching or training experience required.

Working knowledge of SQL, Oracle, Microsoft Office Suite and HTML strongly preferred.

ADDITIONAL KNOWLEDGE/SKILLS/ABILITIES

This position requires excellent analytical and problem-solving skills, understanding of HR systems and project management techniques. Functional HR/Benefits/Payroll processes expertise a must. Ability to work effectively in a team environment and with all levels of the organization in a collaborative way is required. Must possess outstanding interpersonal skills, a strong customer focus, and excellent skills in administration, organization, negotiation, writing, presentation and training. Demonstrated ability to research and generate solutions. Demonstrated ability to effectively manage multitask operations/projects, establish workload priorities, balance diverse tasks, work on multiple projects simultaneously, and deal with confidential and sensitive matters in a professional manner.