



Human Resource Director

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Human Resource Director to work in conjunction with and support of the College's mission: Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of approximately 26,000 and TBCC serves over 2,060 students per year through credit, non-credit and workforce training opportunities.

Organizational Relationship

Reports to the Vice President of Administration and College Relations

General Statement

Under the direction of the Vice President of Administration and College Relations, the Human Resource Director is responsible to provide strategic leadership for the overall direction, administration, evaluation, and implementation of HR initiatives in support of the mission and strategic plan of the College, specifically in the areas of employee relations, compensation, benefits, performance management, change management, recruitment & retention, and organizational development. The HR Director serve as subject expert in all aspects of the field of Human Resources and as the TBCC Title IX Coordinator.

Term of Employment

Annual: position July 1 – June 30 Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Major Areas of Responsibility

- I. Direct the administration, evaluation, and implementation of HR initiatives and policies.
- II. Direct recruitment and retention efforts
- III. Serve as TBCC's compensation and benefits subject matter expert.
- IV. Direct TBCC's performance management and organizational development efforts.
- V. Serve as the institution's Title IX Coordinator.
- VI. Spearhead employee relations efforts.

Specific Responsibilities

Administration and leadership

- Lead the operations and administration of all human resource functions and direct and implement all college initiatives and projects associated with the Human Resources department.

- Maintain current knowledge of and interpret, implement and comply with federal, state, and local laws that affect the human resources functions of the college, including mandatory training requirements.
- Foster an equitable and inclusive workplace culture across the TBCC campus.
- Prepare and manage the annual budget for Human Resources.
- Hire, supervise, evaluate, and provide professional development opportunities for HR department staff.
- Conduct research, collect data, provide analysis and prepare reports relevant to the college's human resources operation.
- Oversee that systems to process human resources transactions and maintain employee files and records, as well as the technology that provides these functions, are effectively utilized, managed, and maintained.
- Consult with College attorneys and SDAO attorneys on matters related to human resources.
- Develop and administer departmental goals, objectives, and procedures.
- Serve on the Safety Committee and other committees as appropriate and participate in member-required OSHA training.

Recruitment and Retention

- Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of the college.
- Work with department heads to determine strategies for recruiting and maintaining a diverse and qualified staff.
- Ensure that supervisors and college leaders consistently administer college policies and procedures related to human resource management, are advised on personnel matters, and are supported in developing a culture of accountability, shared governance, innovation, and employee engagement.
- Serve as EEO/AA Officer while directing all recruitment and retention efforts.
- Perform new employee orientation and ensure the effectiveness of employee onboarding.
- Direct the periodic review, revision, and general maintenance of position classifications, salary ranges, benefits, and job descriptions (compensation strategy).

Compensation and Benefits

- Serve as TBCC's compensation and benefits subject matter expert. Design benefit offerings, implement changes to employees' compensation, and ensure pay equity when determining total compensation.
- Acts as prime liaison and coordinator with outside vendors for employee benefits such as health insurance and retirement plan accounts.

- Oversee annual benefits open enrollment, including employee notification and education and providing necessary information to vendors and payroll.
- Direct staff with respect to new hire compensation, benefits administration, and analyzing total compensation.
- Oversee 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.
- Oversee employee exit process, leaves of absence and workers' compensation.
- Develop and maintain annual salary schedules in accordance with policies.

Performance management and organizational development

- Direct TBCC's performance management and organizational development efforts.
- Oversee an annual Performance Appraisal process and seek to continuously improve the process.
- Identify performance issues and implement plans of assistance in conjunction with supervisors.
- Direct employees seeking resolution of workplace issues which may affect their productivity and satisfaction.
- Mediate matters between employees and other employees or their supervisors seeking professional resources as needed.
- Facilitate the process for grievances according to College policies.
- Investigate and resolve complaints.
- Design and direct professional development (training) opportunities to provide all employees opportunities for professional growth and advancement.
- Oversee education and training for College employees to comply with Title VII of the Civil Rights Act, sexual harassment, the ADA Drug-Free Campus & Workplace, and other such legislation and training as needed.
- Support succession planning initiatives throughout the institution in accordance with policy.

Employee relations and Communication

- Spearhead employee relations efforts initiating frequent communication with employees and supervisors.
- Lead an employee communication program that may include monthly/quarterly employee updates, newsletters, pay check inserts, a virtual suggestion box, and oversight of employee pages on MyTBCC.

- Direct and evaluate employee appreciation, engagement, and recognition programs including annual employee longevity recognition and appreciation events and activities.

Title IX Coordination

- Serve as the institution's Title IX Coordinator. Provide comprehensive, timely, trauma-informed response and support services to students, faculty and staff reporting sexual misconduct.
- Participate on the Threat Assessment Team.
- Coordinate and carry out all Title IX compliance activities and responsibilities including investigation of any complaint alleging noncompliance or any actions that would be prohibited by Title IX regulations.
- Perform or assign internal and external investigations to ensure a well-documented Title IX investigative process.
- Take steps needed for Title IX compliance from investigation inception through Notice of Outcome and final resolution.
- Advise individuals, including the Respondent, Complainant, or a third party in pending Title IX investigations about the reporting options and resources available.

Other projects and duties as assigned.

Minimum Qualifications

Bachelor's degree in Human Resources or related field and 5 years of HR management-level experience required. Minimum of 3 years of supervisory experience required. If an applicant does not have the above education and experience, the applicant must provide evidence of an equivalent combination of education and experience to match the minimum qualifications.

Preferred Qualifications

- PHR or SPHR certification. Candidates in the process of obtaining this certification will also be given preference.
- Knowledge of and current experience in higher education Human Resources preferred.
- Trained in Title IX coordination and compliance.

Knowledge, Skills, and Abilities

- Effective oral and written communication.
- Knowledge and understanding of federal, state, and local HR laws.
- Knowledge of secondary education, community college, and higher education systems.
- Ability to use critical thinking to solve complex problems.
- Ability to maintain confidentiality and promote a culture of confidentiality with department staff.
- Ability to direct the work of others and assess and evaluate staff.
- Ability to interpret, apply and explain rules, regulations, policies, and procedures.
- Ability to meet schedules and timelines.
- Skill in organizing faculty and staff training programs and workshops.
- Skill in investigating grievances, documenting outcomes, and delivering notice of final resolution.

- Excellent interpersonal communication skills to facilitate interaction between college administration, faculty, staff and students.
- Ability to use a computer terminal to: log in to e-mail; read and create e-mail messages; access the college's intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; Microsoft Word and Power point skills, and the ability to utilize department specific data entry software to facilitate departmental tasks

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to: patryan@tillamookbaycc.edu

Applications may also be mailed to:
Tillamook Bay Community College
Attn. Human Resources
4301 Third Street Tillamook, OR, 97141

To print application go to Employment at TBCC (tillamookbaycc.edu) and choose the staff application packet.

Position Open until filled

Compensation and Position Availability

This is a 1.0 FTE position. Salary is \$59,442 - \$66,903 depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.