

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Director of Human Resources** Department: **Human Resources**

**Mike Johnson**

**8/23/2020**

**Randy Smith**

Prepared by

date

Approved by

date

**Supervision received:** Executive Vice President for Business and Administrative Services

**Supervision given:** HR Administrator

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose

Provide leadership in and administration of the comprehensive human resources programs and services that support Oklahoma Baptist University's mission and strategic goals. Plan, direct, and coordinate human resources management to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

### Essential functions

Oversee administration of compensation, benefits and performance management systems (including Pay-for-Performance).

Oversee coordination of recruitment and employment activities.

Plan and oversee new employee orientation providing employees with information about OBU policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.

Assist managers with resolution of disputes, termination of employees, and disciplinary procedures.

Advise managers on policy matters such as equal employment opportunity and sexual and other forms of harassment as well as OBU policy.

Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

Serve as a link between management and employees by responding to concerns, interpreting and administering policy and helping resolve work-related issues.

Plan, direct, supervise, and coordinate work activities of assigned staff relating to employment, compensation, and employee relations.

Oversee administration of the University's benefit program, including health and dental insurance, life insurance, long-term disability, 403(b) retirement accounts, and medical and dependent care reimbursement accounts.

### Other duties

Develop and implement uniform human resources management policies and procedures.

Review and analyze information from reports, studies, projects and visits for immediate and long-range program development; participate in the formulation and implementation of programs and policies.

Develop and administer employee recognition program.

Participate in the preparation of budgets; conduct needs assessments and staffing studies; administer budget for assigned areas of responsibility.

Prepare and/or oversee responses to surveys and requests for information including, but not limited to IPEDS, CUPA-HR, AAUP, Bureau of National Affairs, and CCCU.

Perform other duties as assigned.

## Qualifications

### Knowledge, skills, and abilities

Knowledge of human resources management policies and procedures; equal opportunity guidelines and procedures; personnel administration; appropriate federal laws and regulations concerning employment practices; interviewing and investigative techniques; business communications; and supervisory principles and practices. Ability is required to plan, direct and coordinate the activities of others; to interpret, analyze and resolve administrative and personnel problems; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Attention to detail in all aspects of HR tasking.

Knowledge of employment law, labor relation law, wage/hour law and proper implementation and enforcement of each. Ability to lead investigation and resolution of situations for complainants, respondents, and the university.

### Education

Bachelor's degree in Human Resources, Business Administration, or a related field is required; Master's degree in HR Management, Public or Business Administration, Higher Education or a related field, preferred. Relevant experience as described below may substitute for education. SHRM certification preferred.

### Experience

Minimum of five years of professional experience in human resources management, demonstrating knowledge and satisfactory performance of the application of employment, labor, and wage/hour laws; satisfactory application of corporate policy.

### Equipment

Standard office equipment, including personal computer, fax, 10-key, and copier. Competence in using Microsoft Office and Corel applications required. Familiarity with human resources information systems preferred.

### Special Requirements

Be an active member of a local evangelical church.

#### Complete this section after reviewing the description with the employee.

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation  Performance Evaluation\*.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

*\*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

\_\_\_ New \_\_\_ X Revision: 3/21/2017 FLSA: Exempt

HR Office only

IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) \_\_\_\_\_