

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### Director of Human Resources

**Department:** Human Resources

#### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

#### **Core Commitments**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *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*

#### **Overview**

The Director of Human Resources will provide leadership and administration of the comprehensive human resources programs and services that support Oklahoma Baptist University's mission and strategic goals. The role will plan, direct, and coordinate human resources management to maximize the strategic use of human resources, and maintain and drive continuous improvement of functions such as human resources operations, and employee relations, employment compensation, recruitment, human resource policies, and regulatory compliance. Ensure programs attract, retain, and grow our talented people.

#### **Job Role and Responsibility**

- Lead a team responsible for all people-related initiatives and programs, including onboarding, offboarding, performance management, compliance, compensation, total rewards, learning and development, and employee relations
- Oversee design, implementation, and administration of total rewards planning, systems, and operations which includes compensation and benefits
- Oversee coordination and employment operations and recruiting activities
- Plan and oversee employee orientation and onboarding, providing employees with information about OBU policies, processes, HR programs, working conditions, total rewards, benefits, and opportunities for promotion
- Drive and administrate the performance management program and processes
- Assist managers with resolution of disputes, termination of employees, and disciplinary procedures
- Advise leaders regarding OBU policies, handbook requirements and practices, and employment practice matters
- Advise leaders regarding legal and regulatory compliance: FMLA, ADA, FLSA, EEO, & OSHA
- Serve as a link between management and employees by responding to concerns, interpreting and administering policy and helping resolve work-related issues

- Direct OBU's yearly open enrollment process, payroll, and benefits administration; evaluate new vendors and partners as necessary
- Develop and implement uniform human resources management policies and procedures to ensure coherence with other policies and regulatory compliance
- 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
- Create and launch company-wide programs and initiatives on the employee experience, engagement and recognition, while always thinking about how we can scale these programs
- Own and evolve our people tech stack including payroll, HRIS, engagement, and performance management systems to ensure integrated systems that scale efficiently
- Lead the development and training of systems, policies, processes, and procedures
- 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, reports, and requests for information including, but not limited to executive requests, IPEDS, CUPA-HR, AAUP, DOL, Bureau of National Affairs, CCCU, and HLC
- Mentor and coach the HR team and other partners as needed
- Perform other duties as assigned

### **Knowledge, Skills, and Abilities Required**

- Possess knowledge of human resources management policies and procedures; equal opportunity guidelines and procedures; personnel administration; interviewing and investigative techniques; business communications; and supervisory principles and practices
- Possess knowledge of employment law, labor relations law, wage/hour law and proper implementation and enforcement of each
- Possess a keen attention to detail in language, written and verbal; process; regulations; rules; practices; history of OBU; programs; OBU's organizational design and staffing; and other necessary items
- Able to plan, direct and coordinate the activities of others
- Able to interpret, analyze and resolve administrative and personnel problems
- Able to communicate effectively, both orally and in writing
- Able to organize and conduct several projects simultaneously
- Able to analyze complex situations and adopt an appropriate course of action
- Able to lead investigation and resolution of situations for complainants, respondents, and the university Able to communicate information and ideas clearly and concisely, orally and in writing with exceptional skills in grammar and spelling
- Possess exceptional follow-up skills for closing communication loops
- Able to establish and maintain effective working relationships with others
- Able to handle stressful situations in a fast-paced environment
- Able to operate with autonomy and flexibility, and adapt quickly to a fast-paced environment
- Possess knowledge of methods and procedures pertaining to records retention, business communications, and principles of customer service
- Handle confidential matters with tact and discretion
- Exercise good judgement in decision making independently, with ability to think critically and apply creative solutions
- Possess high standards of conduct, appearance, and attitude
- Proficient with Microsoft Office, and standard HR and Case Management/Project Management technology
- Fast learner with software applications

## **Qualifications: Experience, Education, and Certifications**

- **Required:** Bachelor's degree in Human Resources, Business Administration, or a related field - Relevant experience as described below may substitute for education
- **Preferred:** Master's degree in HR Management, Public or Business Administration, Higher Education or a related field
- **Preferred:** SHRM certification
- **Required:** 5+ years' experience in Human Resources management
- **Required:** Experience administering employee benefits, including health, welfare, and 403(b)
- **Required:** Experience with HRIS and payroll systems
- **Required:** Experience with application of employment law (including FLSA, ADA, and EEO), and application of corporate policies

**Special Requirement:** Active membership in a local, evangelical Christian church