

**Blackfeet Community College**



**Position Description**

**Human Resource/Title IX/EEO Officer**

<b>Closing Date</b>	<b>June 12, 2019 @ 3:00 PM</b>
<b>Salary</b>	<b>\$45,000.00 to \$55,000.00 Depending on experience</b>
<b>Department</b>	Administration, Human Resource Office
<b>Personnel Definition</b>	Administration Position, Regular Full-Time
<b>Term of Employment</b>	12 months/year, 26 pay periods
<b>FLSA</b>	Exempt
<b>Supervision Received</b>	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• President</li> </ul>
<b>Supervision Exercised</b>	<ul style="list-style-type: none"> <li>• Supervise Human Resources Specialist</li> </ul>
<b>General Statement of Duties</b>	The BCC Human Resource/Title IX/EEO Officer is responsible for a broad array of programs and services to BCC employees including Supervision of the Human Resource Specialist, Employee benefit administration, Payroll and records management, new employee orientation, staff training and development, and performance appraisals.
<b>Specific Area of Duties</b>	<ul style="list-style-type: none"> <li>• Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.</li> <li>• Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.</li> <li>• Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change</li> <li>• Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.</li> </ul>

	<ul style="list-style-type: none"> <li>• Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.</li> <li>• Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.</li> <li>• Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.</li> <li>• Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.</li> <li>• Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.</li> <li>• Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.</li> <li>• This position frequently interacts with high level contacts and has exposure to sensitive information necessitating the use of tact, diplomacy, discretion and judgment.</li> <li>• Ensures proper employee data is entered in Human Resource Information System records.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor degree in Human Resources Preferred.</li> <li>• Bachelor degree in Business Administration or related field required.</li> <li>• Five years' successful experience in Administrative procedures with an emphasis on written and verbal communications required.</li> <li>• One (1) year of employment experience at an adult or higher education institution.</li> </ul>
Knowledge, Skills & Abilities Required	<p><b>Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Human Resources Management systems.</li> <li>• Knowledge of policy and procedures to properly administer a Human Resources system.</li> <li>• Knowledge of College goals and objectives related to the mission of the college to ensure they meet the needs of the system.</li> <li>• Knowledge of employee relations.</li> <li>• Knowledge of FLSA and employment laws.</li> </ul> <p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>• Skill in interpreting and analyzing situations to provide solutions to specific problems.</li> <li>• Skill in computers is essential, especially in managing the Human Resources module in the Jenzabar system.</li> </ul>

	<p><b>Abilities Required:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively orally and in writing.</li> <li>• Ability to work with employee at all levels.</li> <li>• Ability to establish and maintain a positive working relationship with employees, administration and the public.</li> </ul>
Complexity	This position is required to have general knowledge of organization, planning, time management, public relations, and computer software.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Human Resource Department.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk is required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>