DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION
DECEMBER 2021

TITLE: Director Human Resources & Title IX Coordinator
DIVISION: President
DEPARTMENT: Human Resources
STATUS: Full Time, Exempt

SUPERVISION RECEIVED: President
SUPERVISION EXERCISED: Human Resources Assistant, Student Employees, Work Study Students, Third Party investigators

SUMMARY OF WORK:
The Director of Human Resources is responsible for planning and directing the College’s Human Resources Department. The position oversees all functional areas within Human Resources including labor and employee relations, compensation, benefits, classification, recruitment, training and development and human resource information systems. This position also coordinates and facilitates the institution’s compliance to Title IX of the Civil Rights Act of 1964 including but not limited to developing and implementing educational programs regarding discrimination and sexual harassment prevention, ensuring faculty, staff and students understand their rights and, where applicable, responsibilities under the law; overseeing and coordinating investigations, responses and resolutions to complaints.

The position participates as a member of the President’s Cabinet, provides guidance regarding human resources and Title IX compliance reporting directly to the President. This position serves the institution and ensures compliance with state and federal law, regulatory requirement and college policies and procedures.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:
Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

JOB CHARACTERISTICS:

Nature of Work: This position provides overall leadership and strategic direction for professional human resource services and Title IX compliance utilized by the College. Work is performed in an office setting during normal office hours. This position requires working over/comp time depending on the circumstances. This position must be able to communicate effectively, be pleasant in stressful situations, and accurately record information with frequent interruptions. Position is responsible for maintaining a high level of professionalism and confidentiality.

Personal Contacts: Daily contact with administration, faculty, and staff at all levels within the College through face to face, by email, by telephone and at meetings. Frequently interacts with the public, vendors and other organizations through email, face to face, by telephone and at meetings.
Supervision Received: Receives limited supervision from President through face-to-face, memos, by telephone and at meetings. This position is mainly self-directed.

Supervision Exercised: Human Resources Assistant and student employees, third part investigators.

Essential Functions: Position requires ability to communicate orally and in writing, read and interpret written material, type and file, adhere to written policies and procedures, perform financial calculations, prepare statistical reports, enter and maintain detailed and accurate data in the Banner System, handle stressful situations and problems in a professional and confidential manner, communicate with employees on human resource matters, provide training, and deal with the public in a pleasant manner. Position must be physically able to operate a vehicle and equipment including a computer for extended periods of time, use fine motor skills, reach with hands and arms, perform finger and hand dexterity, use visual acuity, and be mobile.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Performs the following essential functions:

- Oversees all functional areas within the Human Resources Office, including processes and procedures related to contracts, collective bargaining and employment law issues, conflict and grievance resolution, compensation, administration of benefits, classification, recruitment and retention, employee orientation, workers’ employee compensation, employee evaluation program, training/development, terminations and human resources information systems
- Foster positive employee engagement through implementation of polices that welcome new employees, retains and develops faculty and staff, and facilitates upward mobility.
- Develop and implement human resources and Title IX policies and procedures to ensure compliance with state and federal laws and regulations and other regulatory requirements.
- Serve as College-wide resources for staff labor relations and interpreting and administering collective bargaining agreements
- Serves as the Affirmative Action and Equal Employment Officer for the College
- Oversee the recruitment and selection processes for campus positions
- Represents the college on various committees, including the Montana University System Inter-Unit Benefits Committee
- Oversee department budget and provide input regarding human resources initiatives and Title IX compliance requirements into the College budget
- Maintains records and compiles statistical reports concerning annual compliance reporting and salary survey questions; ensures ongoing compliance with Title IX by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations
- Oversees and monitors Title IX compliance at the College including coordination of investigations, training and education to staff
- Oversees, coordinates and ensures investigations of reports and complaints of sexual misconduct are adequate, reliable, timely, confidential and impartial; reviews proposed sanctions for sexual misconduct before they are imposed to ensure that they are reasonably calculated to stop the sexual misconduct and prevent its recurrence.
- Ensures investigators, adjudicators and those involved with processing Title IX complaints are adequately trained in compliance with Title IX guidance.
- Develops, implements, coordinates and conducts educational programs and initiatives designed to educate and support faculty, staff, and students regarding their rights and, where applicable, obligations under Title IX,
including reporting options/responsibilities, support services, College policy and applicable disciplinary code, grievance procedures, confidential resources, etc. Collaborates with leadership to disseminate information, redesign processes, and support the College’s Title IX investigative processes

- Communicates with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner; coordinates with local victim advocacy organizations and service providers
- Serves as Campus Security Authority as outlined by the Clery Act
- Identifies systemic problems relating to HR and Title IX complaints, analyzes and communicates whether campus-wide resources should be adopted/adjusted in response
- Performs miscellaneous job-related duties as assigned.
- Performs all duties in a manner which promotes team concept and reflects DCC’s mission and philosophy

**PERFORMANCE STANDARDS – The following are core competencies expected of DCC leadership:**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- **Attendance** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices and reporting hierarchy.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Cost Consciousness** - works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- **Customer Service** - manages difficult or emotional situations; responds promptly to customer needs; meets commitments.
- **Delegation** - Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions.
- **Initiative** - Seeks increased responsibilities; takes independent action.
- **Judgment** - Displays willingness to decide; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Managing People** - Includes staff planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; develops subordinates’ skills and encourages growth; Improves processes, product and services.
- **Organizational Support** - follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems promptly; gathers and analyzes information skillfully; develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions; supports and promotes a positive image of Dawson Community College.
- **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity Standards; completes work in timely manner; strives to increase productivity; works effectively.
- **Safety and Security** - Observes safety and security procedures; uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; adapts strategy to changing conditions.
• Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
• Assessment – Assesses annual performance and works closely with Supervisor.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity employer.

EDUCATION AND EXPERIENCE:

REQUIRED Knowledge, Skills and Abilities:

• Bachelor’s degree
• Experience in conflict resolution and negotiations
• Experience in working with collective bargaining units
• Demonstrated skill in written, oral and interpersonal communications
• Knowledge of human resource laws, regulations and guidelines including Equal Opportunity, Affirmative Action, Title IX, Affordable Care Act, ADA, FMLA, FLSA and others.
• Effective experience with the administration and motivation of staff
• Ability to work as an integral part of an Administrative Team
• Ability to solve problems, deal with issues and concerns in a positive and constructive manner
• Experience in maintaining a professional demeanor and providing a positive image to the public

Preferred Knowledge, Skills and Abilities:

• Bachelor’s Degree in HR, Business Management or Public Administration; Masters degree preferred
• Five years progressively responsible Human Resources experience; Public Sector HR Experience
• Understanding of employment issues specific to members of various protected groups and commitment to achieving equity and diversity
• Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and proactive cohesive labor relations and Title IX compliance
• Three years supervisory experience; experience supervising HR, Payroll and/or Benefits staff
• Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

COMPLETED APPLICATION PACKET MUST INCLUDE:

• Completed Dawson Community College application
• Current resume
• Cover Letter
• Copies of college transcripts (original transcripts required, if hired)
• Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.
INQUIRIES MAY BE DIRECTED TO:
Human Resources Department
hr@dawson.edu
406-377-9430
This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate. Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran’s Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.


REVIEVED BY (SUPERVISOR SIGNATURE) ____________________________ DATE: _________________________

REVIEVED BY (EMPLOYEE SIGNATURE): ______________________________ DATE: __________________________