



## Job Description

**Position Number:** EX0023  
**Assigned Job Title:** Executive Director of Human Resources  
**Job Classification:** Exempt  
**Position Type:** Full-time  
**Department:** Human Resources  
**Supervisor:** President of Bates Technical College  
**Funding Source:** State  
**End Date:** N/A

### Job Summary

Under the direction of the President of Bates Technical College, the Executive Director of Human Resources plans, organizes, and directs the human resources functions of the College including recruitment and employment; compensation and benefits administration; payroll; labor relations; employee relations; employee development and training; discrimination and harassment complaints; affirmative action; diversity initiatives; disciplinary actions; and human resources policies and procedures. The Executive Director is designated as the staff Ethics Officer, and the Title IX and ADA Coordinator for issues involving employees and visitors. The Executive Director oversees the staff of the human resources unit.

### Essential Functions

- Assist managers and supervisors in the resolution of grievances
- Assist supervisors with misconduct investigations and disciplinary actions consistent with College policies, procedures, and collective bargaining agreements
- Assist Vice Presidents in labor negotiations, and is a member of labor management committees and bargaining teams.
- Investigate or oversee investigations of employee-related discrimination and harassment complaints; prepares the college's response to complaints filed with external agencies
- Coach and train supervisors on developing and setting performance standards and conducting employee evaluations
- Collaborate with administrators, faculty, and staff to assess and support division/unit human resources needs
- Consult with the college's assigned Assistant Attorney General, and participate in the preparation of arbitration and other personnel-related legal cases
- Coordinate strategies to cultivate a diverse employee community for the College; implement programs related to the college's equal opportunity and affirmative action initiatives
- Develop, recommend, and implement human resources strategy and initiatives, which support, align and maximize the overall performance of the College in its achievement of the strategic plan, core values, vision, and mission
- Ensure consistency and effectiveness in new employee onboarding and orientation to college policies and practices.

- Oversee the administration of the College's human resources records management system to maintain efficiency and compliance with state and federal laws
- Oversee the benefits and services for the college including health, retirement, leave, workers' compensation, Family and Medical Leave Act, reasonable accommodations, and unemployment
- Oversee the recruitment and selection processes for all employee groups assuring compliance with state and federal laws and regulations, collective bargaining agreements, and College policies.
- Oversees management of public record requests to ensure compliance with state and federal laws and regulations
- Provide leadership for evaluation compliance and management of the College wide evaluation program. Develop and administer performance management tools
- Provide leadership for the College's staff development programs, services, and initiatives; oversees faculty certification
- Provide leadership, development, and supervision to staff to maximize the overall performance and ensure alignment of the departments and College's strategic plan, core values, vision, and mission.
- Responsible for preparing budgets and management of financial operations of the department within the budget, goals and objectives of college guidelines and policies.
- Review, develop, recommend, and administer college human resource policies and procedures to assure consistency in human resource operations and compliance with state and federal laws and regulations
- Serves on the President's Cabinet
- Serve as a resource for college councils and committees; act as a liaison to external agencies and organizations regarding human resources matters
- Serve as the College representative to Human Resources Management Commission as part of a highly collaborated state system, the State Board of Community and Technical Colleges
- Serve as the Ethics Officer and advise employees regarding implications of the State Ethics Law
- Serve as the Title IX and ADA Coordinator (including Title II and Section 504) for associated matters involving employees and visitors
- Supervise and evaluate employees of the human resources unit

#### **Non-Essential/Other Functions**

- Accountable for keeping personal development up to date; adding to skills and knowledge through courses that may be available through the Bates Technical College courses, professional development committees, etc.
- Participate actively and collaboratively on committees for college as needed including but not limited to staff recruitment, college councils, etc.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional activities, duties and responsibilities may change at any time with or without notice to meet college needs.

#### **Supervisory Responsibilities**

- This position is responsible for all positions within the Human Resources and Payroll units.

### **Minimum Qualifications**

- Bachelor's degree in Human Resources, Business Administration, or related field
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- Five years of recent, progressively responsible experience in a human resources capacity
- Experience understanding personnel practices and state (civil service) and federal laws relating to classified personnel, Title IX, and Affirmative Action

### **Allowable Substitution**

If necessary, alternative combinations of education and experience may be evaluated by Human Resources for comparability.

### **Preferred Qualifications**

- Master's degree in Human Resources, Business Administration, or related field
- Experience in a college environment
- Experience working with and negotiating collective bargaining agreements
- Experience with automated management information systems for both enterprise systems (i.e., PeopleSoft) and human resources management (i.e. NEOGOV)
- Senior HR industry certification (such as SPHR, SHRM, IPMA-CP)

### **Conditions of Employment**

- Per Washington State guidelines, Bates Technical College is a fully vaccinated campus and will require all staff and students to provide proof of vaccination status or request a medical or religious exemption.
- Once offer of employment is made, a background check including criminal record history will be conducted. Information from the background check will not preclude employment but will be contingent in determining the employee's suitability and competence to continue to perform in the position.
- Valid Washington State Driver's License and reliable vehicle for reimbursable travel

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

- A demonstrable understanding of the mission, values, goals, and objectives of Bates Technical College
- A demonstrated understanding and value of the contributions that a diverse workforce can make to the success of the organization and the students we serve
- Ability to communicate, understand instructions and recognize hazardous, unsafe, or poisonous materials and/or products.
- Acceptance of the responsibility to always promote the welfare and best interests of students
- Comfortable working in a highly collaborative environment
- Consistently demonstrate ethical behavior
- Consistently maintain confidentiality and sensitivity with internal and external audiences.
- Demonstrated ability to assume leadership and to work with faculty, staff, administrators, and the public in assessing and interpreting personnel practices

- Demonstrated ability to maintain a professional demeanor while recognizing and acting appropriately in order not to jeopardize the physical and mental stability and safety of colleagues and/or students.
- Demonstrated ability to provide professional, high-quality, courteous, and responsive customer service with internal and external audiences of the College.
- Demonstrated ability to successfully manage employment, compensation, employee relations, and training and development functions
- Demonstrated ability to work cooperatively with staff and management teams; demonstrated enthusiasm, desire, and ability to remain engaged and involved
- Demonstrated intermediate computer literacy skills, i.e., Microsoft Office suite, videoconferencing, and online collaborative tools.
- Demonstrated successful experience with issues arising from diverse populations
- Demonstrated understanding and ability to acknowledge and respect individual's values and opinions to foster a harmonious working relationship with colleagues and/or students.
- Excellent communication skills: ability to effectively communicate verbally and in writing with diverse internal and external audiences through college approved communication; must be able to communicate effectively with people at all levels under stressful conditions.
- Excellent demonstrated ability to deal effectively with personnel relations including conflict resolution and ability to make sound decisions.
- Exercise and apply critical thinking skills
- Exercise good judgment for the prompt completion of responsibilities; experience managing processes, project deadlines, and budgets
- Knowledge of state and federal labor laws and regulations
- Knowledge of Washington State Community and Technical College system, or the ability to quickly understand the system
- Maintain regular and reliable attendance on the job to best support business needs of the department and college.
- Model professional decorum, discretion, and mutual respect within and outside of the college.
- Perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, and community and technical college system; stay abreast of trends and regulations to ensure effectiveness and compliance.
- Responsible for ensuring assigned faculty/staff adhere to acceptable behavior and performance standards. Demonstrate that assigned faculty/staff have been informed how behavior and performance will be assessed, receive timely accurate feedback regarding performance, and any observed performance and behavioral problems are corrected promptly
- Understanding of negotiation process and ability to accurately interpret collective bargaining agreements and act accordingly

### **Work Environment**

- Work is performed in a normal, temperature-controlled office environment.
- Duties will be performed in an office environment and could involve periodic travel. Due to COVID-19, the job may entail remote work and supervision of remote workers. A dedicated home-office space is highly recommended. A webcam-enabled laptop will be provided. This includes high-speed Internet connectivity.

### Physical/Mental Demands

- Experience frequent interruptions and requirement to answer on-demand questions by phone, in-person, or electronically
- Frequent oral and auditory communication with others
- Frequent repetitive hand/wrist motions with finger manipulation
- Frequent use of computer and exposure to terminal screens
- Learning and comprehending (reading, writing, verbal communication, etc.)
- Maintain confidentiality and sensitivity
- Manual dexterity and precision required
- May occasionally be required to deal with distraught people
- Move up to 25lbs. occasionally
- Must acknowledge and respect individual values and opinions to foster harmonious working relationships with colleagues or students
- Must be able to sit for extended periods of time
- Must be able to work on a computer, phone, and other office equipment
- Must demonstrate appropriate behavior and attitudes in order not to jeopardize, physical, mental, and safety of colleagues or students
- Must recognize and appropriately react to one's own immediate emotional responses to situations while maintaining a professional demeanor
- Must retain information and apply critical thinking processes to their work
- Occasional to frequent change in position from sedentary, standing, stooping, and walking
- Occasionally kneeling, stooping, crouching, crawling, and climbing
- Reading, writing, speaking, and hearing
- Requires attention to details, visual focus, and strain  
Requires communication ability necessary to understand instructions and recognize hazardous, unsafe, or poisonous materials and/or products
- Requires visual concentration on details
- Visual focus and strain
- Work directly with clients
- Work is sedentary in nature
- Work requires extended periods of standing and sitting

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I have read this job description and understand the requirements.

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Approval (Signature)

\_\_\_\_\_  
Date

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate based on race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled

veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations.

**Job Description History**

Reclassified VP or HR to Director of HR 06/2013; Updated 11/2015; Revised and reclassified to Executive Director of HR 08/2018; reclassified from Executive Director of HR to Director of HR 08/2020