



Job Description

Job Title: Assistant Chief – Talent Central

JTC: ARL

Salary Range: E07

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides district-wide support and assists leadership with the management and implementation of human resources (HR) policies, procedures and other HR related projects/programs in one or more HR related areas such as benefit and retirement programs, employee relations, recruitment and hiring, employment, compensation, performance management, etc., to drive improvement in organizational performance and ensure compliance with state and federal regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Broad knowledge and experience in assigned area of responsibility related to employment law, training/development, employee relations, benefits, compensation or other HR related areas; ability to provide administrative, technical and professional support in assigned area in accordance with applicable guidelines, policies and procedures. Has leadership style that is focused on cooperation, high performance, integrity, fairness, innovation, and diplomacy. Evidence of the practice of a high level of confidentiality.

Able to attain results through critical thinking, problem-solving, planning, and execution. Ability to assess problems by identifying the cause, gathering, and analyzing relevant information, generating possible solutions, and resolving issue(s). Must be resilient, practical and a self-starter, comfortable working individually and in a team environment. Must have a high degree of sensitivity and discretion with high ethical standards and the ability to follow and implement processes and procedures that comply with organizational guidelines. Has integrity and a genuine concern for people and the ability to strike the appropriate balance between the rights and responsibilities of district and those its employees.

Demonstrated commitment to and appreciation for diversity and multicultural values and the ability to work effectively and collaboratively with individual of varying backgrounds. Ability to develop strong partnerships that build trust and respect and foster a climate of inclusion within the workplace. Demonstrated ability to manage human resources initiatives, think creatively and work strategically with diverse internal and external stakeholders and constituents within the DCCCD community network.

Must have strong project management, time management and leadership skills; able to multi-task and prioritize assignments in a fast-paced work environment. Ability to mentor and supervise staff. Demonstrated success in leading organizational change and departmental initiatives to further the goals and objectives of the organization.



Must have excellent coaching, analytical, organizational and problem-solving skills and the ability to think strategically and tactfully in a fast-paced work environment. Must provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree in related field plus four (4) years of experience in related field. Official transcripts are required. ****Will be subject to criminal background. Some positions may be subject to a fingerprint check.****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for developing or assisting Chief HR Officer with the maintenance and development of HR policies and procedures by providing input into strategic decisions that affect functional area of responsibility and have district-wide impact; interprets and applies federal and state mandated guidelines. Serves as a consultant responding to inquiries from DCCCD colleges/locations, other educational institutions, and internal/external entities on HR related issues. Has authority to act on behalf of the CHRO in his/her absence.

Advises and responds to questions regarding complex issues related to area(s) of responsibility. Assist in the development of an employee-oriented culture that emphasizes quality, continuous service and a high-performance workplace. Directs the preparation of HR surveys, policies, programs and reports as required or requested. Ensure HR policies and procedures are kept up-to-date and continually promote best practices. Good working knowledge of human resources information (HRIS) systems. May develop and monitor budget for assigned area of responsibility and approve expenditures.

Works with diverse academic, cultural and ethnic employees of varying backgrounds within the DCCCD community network, providing effective communication in a proactive manner. Establish and maintain relationships with HR colleagues, working together, as needed, to design innovative and proactive HR solutions. Participates on various internal/external committees. Supervises HR staff within assigned area(s) of responsibility.

Positions in this classification may be responsible for oversight of one or more of the following HR areas:

Benefits/Payroll

Administers the employee benefits programs as well as provides analysis and recommendations for enhancement and cost savings options. Oversees the employee benefit process, including worker's compensation, family medical leave, retirement, employee assistant program (EAP), etc. Responsible for unemployment claims administration, ensuring timely responses to the Unemployment Commission. Works in conjunction with location HR and the District Service Center regarding district-wide payroll issues.

Compensation

Responsible for management of an equitable compensation plan that aligns with the district's compensation policies and procedures to ensure that the highest quality of administrators, staff and faculty are hired and retained. Monitors and analyzes the market to ensure equity and market consistency. Oversees the position classification system, by benchmarking new or existing positions to determine proper classification and market value. Oversees the management of the appraisal/performance management database.

Employee Relations/Performance Management

Provides leadership and guidance in the development of consistent employee relations policies and procedures that promote fair and consistent treatment to all employees. Provides counseling for employees and supervisors and facilitates discussions in an effort to resolve problems at the lowest level possible with respect to performance, attendance and other job-related issues. Manages the discipline and grievance processes in conjunction with location HR and Legal by conducting investigations, preparing findings, recommending solutions and/or disciplinary action. Coaches on the development of appropriate supporting documentation, including investigation and related summaries, letters of reprimand, etc.

Talent Acquisition

Oversees the applicant tracking system (ATS) that is used to recruit, track, screen and onboard internal/external candidates for job openings. Assist with the establishment of policies and procedures necessary to recruit, hire and retain a superior workforce that meet the needs of the district.

Talent Development

Directs the design, planning and implementation of district-wide training programs that align with the objectives and strategies of the district. Collaborates with stakeholders and constituents to identify training and development needs or coordinate training programs to meet the needs of the district and provide employee growth opportunities and assess the effectiveness of established programs. Develops program delivery schedules that provide training, as needed, or requested for constituents and stakeholders. Provides engaging communications regarding program information to encourage participation and highlight the value and benefits of training. Researches and implements new training techniques. Oversees and establishes relations with various vendors and consultants to provide additional training programs. Manage and develop training professionals. Manages new employee orientation, the district service and employee recognition awards.

Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.