



JOB DESCRIPTION:	Human Resources Director – Compensation & Benefits		
DEPARTMENT:	Human Resources		
REPORT TO:	Associate VP of Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	127000	DATE APPROVED:	06-JAN-2020
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Directs the Human Resources (HR) department and is responsible for the planning, design, implementation and administration of HR related programs. Provides leadership and guidance to staff and ensures quality operations of HR processes.

DUTIES:

1. Plans, designs and implements strategies for Human Resources in support of institutional and department goals and strategic initiatives. Directs and participates in the daily activities of the department.
2. Ensures that the design, communication and implementation of HR programs meet the needs of the employee population. Oversees the development, revisions and administration of policies, procedures and processes for Human Resources. Evaluates policy and procedure effectiveness and implements changes as needed.
3. Resolves complex issues of a multi-disciplinary nature regarding employee concerns, university policies, and employment law. Works with legal counsel on different matters.
4. Manages the Worker's Compensation administration for the University.
5. Ensures that university leadership and campus community comply with state and federal laws, rules and regulations applicable to HR administration.
6. Oversees the departmental budget and actively participates in departmental strategic planning.
7. Represents the department on committees and to internal and external constituents.
8. Oversees and is responsible for the compensation evaluation and analysis for strategic planning. Provides reports regarding CUPA HR standards and salary comparison.
9. Oversees the employee benefits implementation, compliance, and reporting including but not limited to tuition waivers, health care benefits, FMLA, ADA, and unemployment.
10. Responsible for maintaining personnel records, the Banner HR information systems, employee relations files, employment documentation, and immigration status.
11. Participates as needed in the negotiation for the collective bargaining agreement and recommends amendments as needed.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Responsible for internal and external reporting to include, but limited, to IPEDS, ACA, surveys, etc.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** High School Diploma and at least 10 years direct experience in Human Resources; or Bachelor's degree in related field with 6 years of direct experience in Human

Resources; or Master's degree with 4 years of direct experience in Human Resources. New Mexico Certified Human Resources Professional through NM Edge or obtain certification within six months. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Must have solid demonstrated knowledge of human resources function. Must be knowledgeable of University policies and procedures, compensation, benefits structure, and state and federal laws and regulations that apply to all HR processes. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications (Word & Outlook).
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
1. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)