



DATE ISSUED: 09/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Regulatory Compliance and Employee Development

JOB SUMMARY

The Manager of Regulatory Compliance and Employee Development is charged with the overall responsibility for promoting diversity at all levels of the University and the development, administration, and coordination of a comprehensive series of training and development opportunities for University staff and faculty. Responsibilities include the promotion of initiatives to foster an academically rich and inclusive climate for teaching and learning. The incumbent will provide high-level administrative assistance to the University. Work is performed with independent judgment under the limited supervision of the Director of Human Resources Professional Services and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Human Resources Professional Services

Supervises: May supervise clerical support staff, Student Assistants and/or interns

PRIMARY DUTIES - *May include, but not limited to the following:*

Responds to Texas Workforce Commission (TWC) claims and reports on results.

Maintains files for TWC claims.

Monitors and develops, as needed, policies and procedures that comply with state and federal regulations.

Conducts training sessions for new employee orientation related to diversity, and equal opportunity.

Develops valuable techniques, evaluates and monitors training programs effectiveness.

Develops and maintains a succession plan and career development for the University.

Coordinates staff development day.

Coordinates faculty info/expo fair.

Maintains good working relationships with faculty, staff, supervisors, and co-workers.

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Answers policy and practice questions for area of responsibility.
Develops and delivers internal training programs for the university
Develops, compiles, or makes recommendations for appropriate training materials.
Enhances University communication and training with regard to Equal Employment Opportunity compliance, inclusiveness, and the value of diversity.
Coordinates HR staff certification training.
Conducts and participates in training classes and programs for faculty and staff.
Maintains the on-line and printed copies for the TWU Staff Handbook.
Maintains a log of all HR policies showing status of each policy under review.
Facilitates and maintains random drug testing for the DOT driver pool and maintains related records.
Maintains applicable website information for accuracy and completeness of information and links.
Tests and confirms newly installed Oracle patches for impact on functionality in system.

ADDITIONAL DUTIES

Provides high level administrative assistance to the Director of Human Resources, Professional Services on special projects as assigned.
Serves on committees as may be assigned.
Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or a related field preferred. PHR/SPHR certification preferred.

EXPERIENCE

Five years of progressively responsible experience in human resource programs. Demonstrated knowledge and experience with diversity programs, AAP and performance evaluation management.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.