Job Title: Human Resources Director

JOB SUMMARY

The Human Resources Director is responsible for directing the technical college’s human resources functions, to include services such as compensation, benefits, recruitment, employee relations, training and/or payroll functions.

MAJOR DUTIES

- Implements personnel policies to ensure compliance with Technical College System of Georgia policies and state and federal laws;
- Serves as Americans with Disabilities Act coordinator to ensure workplace accommodation compliance;
- Implements and monitors the recruitment and hiring process;
- Prepares and monitors the college’s affirmative action plan;
- Ensures compliance with Family and Medical Leave Act requirements;
- Coordinates employee drug testing operations;
- Processes and verifies new employee background and Homeland Security database checks;
- Implements and monitors employee training programs;
- Processes worker’s compensation claims;
- Develops and maintains the employee handbook;
- Prepares and administers annual budget;
- Enters and processes personnel/payroll transactions;
- Directs the provision of employee benefits in compliance with state and federal laws;
- Administers the performance management process;
- Oversees maintenance of employee personnel files and serves as primary custodian of personnel records;
- Serves as consultant management on specific human resource problems and concerns;
- Oversees the processing of adverse actions, grievances and other employer relations matters.

COMPETENCIES

- Knowledge of state and federal employment law
- Knowledge of college pay and benefit processes
- Knowledge of records retention practices
- Skill in decision making and problem solving
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
Ability to supervise and advise staff and proven leadership ability in high-pressure situations

MINIMUM QUALIFICATIONS

Baccalaureate degree in Human Resource or a closely related field from an accredited college or university *and* Two (2) years of full-time work experience in a human resources in major areas of responsibility

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.