Job Title: Human Resources Officer

JOB SUMMARY

The Human Resources Officer oversees human resources functions, including compensation, benefits, recruitment, transactions, operations, payroll and employee relations in the Technical College System centralized office.

MAJOR DUTIES

Serves as subject matter expert or organization resource in assigned areas;
Assists in planning and organizing the unit’s work to meet the unit’s objectives;
Acts as liaison with technical college human resources and payroll offices; communicates best practices;
Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges employees under supervision;
Reviews operations for compliance with applicable regulations and standards;
Participates in strategic planning;
Performs research and analysis for special projects;
Compiles quarterly and annual reports;
Assists with the design and execution of special events, projects and activities;
Coordinates employee performance and appraisal program for staff;
Manages compensation, benefits and employment functions to ensure utilization of state resources in the most effective cost manner;
Oversees the record management function including maintenance, retention, transfer, and disposition of personnel records and files;
Oversees the development, revision and maintenance of comprehensive job descriptions;
Provides information and advice to employees, supervisors and managers regarding employee relations issues and human resources policies, practices and regulations;
Reviews and evaluates proposed or newly enacted state and federal laws governing human resources administration and assists in ensuring compliance; continuously educates self in legal compliance matters, implements changes as needed to ensure compliance with state and federal laws;
Coordinates and conducts training on human resource program-related topics and issues;
Identifies current and prospective staffing requirements; prepares and posts notices and advertisements, and collects and screens applications for System Office; manages electronic job center;
Maintains postings of system-wide vacancies to the TCSG website and reviews for consistency;
Coordinates searches for president positions at the technical colleges; serves on interview team;
Coordinates and conducts recruitment program following State and Federal laws, rules and regulations and in accordance with agency policies and procedures;
Prepares personnel action forms for new employees, salary increases, terminations, etc.;
Conducts background checks and driver’s history checks on new employees; prepares medical and physical forms for new employees;
Conducts drivers history checks twice a year, according to policy;
Assists in the preparation of the Affirmative Action Plan for the System Office;
Serves on various committees as assigned.

COMPETENCIES

Knowledge of human resources management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education
Knowledge of applicable laws such as FMLA, FLSA, ADA, etc.
Oral and written communication skills
Skill in the operation of computers and job related software programs
Analytical skills
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Ability to supervise and advise staff and proven leadership ability in high-pressure situations

MINIMUM QUALIFICATIONS

Bachelor’s degree from an accredited college or university in an area related to assignment *and*
Two (2) years of full-time experience in a position directly related to the performance of the job

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.