**POSITION ANNOUNCEMENT**

**POSITION: Vice President of Human Resources**

**POSITION DESCRIPTION:** The Vice President of Human Resources is responsible for directing Chattahoochee Technical College’s human resources functions, to include services such as compensation, benefits, recruitment, employee relations, and/or training. The Vice President is also responsible for working with the President to formulate, develop and implement programs and services, policies, standards and activities in compliance with all applicable federal, state and local laws, regulations policies and procedures.

**MAJOR DUTIES:**

* Personnel Management and Oversight
  + Oversees the overall provision of human resources for talent acquisition and management, employee relations, compensation and classification, benefits, payrates, leave, performance management, records retention, and human resources information systems.
  + Assigns, directs, supervises, and evaluates the work of professional and administrative support personnel engaged in performing a variety of human resource and professional development management activities such as employment, payroll, benefits, training, compensation, record keeping, and other related functions.
  + Assists with the establishment of wage and salary structure, pay policies, performance appraisal programs, employee benefit programs and services, and company safety and health programs. Monitors for effectiveness and cost containments.
  + Establishes standard recruiting and placement practices and procedures. Reviews variances to schedules.
  + Oversees implementation of programs through Human Resources staff. Monitors administration to standards. Identifies opportunities and resolves discrepancies.
* Legal/Compliance
  + Ensures compliance to related regulatory concerns.
  + Serves as a Title IX coordinator to ensure workplace compliance
  + Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
  + Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g., OSHA, EEO, ERISA, Wage & Hour). Monitors exposure of the company. Directs the preparation of information requested or required for compliance. Approves all in l information submitted. Acts as primary contact with labor counsel and outside government agencies.
  + Coordinates legal issues/challenges in the human resources and professional development arena.
  + Implements personnel policies to ensure compliance with Technical College System of Georgia policies and state and federal laws; As well as monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures.
  + Develops and maintains a working relationship with the Board of Directors, community leaders, area educational institutions, and external contacts to promote Chattahoochee Technical College.
  + Conducts a continuing study of all Human Resources policies, programs, and practices to keep President and senior leaders informed of new developments.
  + Directs the preparation and maintenance of such reports as are necessary to carry out functions of department.
  + Responsible for and monitors the college’s affirmative action plan.
  + Prepares periodic reports to top management, as necessary or requested.
* Strategic Planning and Leadership
  + Formulates and recommends human resources procedures and objectives for the College.
  + Manages and oversees financial/budget operation of the department
  + Develops, recommends, and implements strategic human resource and professional development processes and imperatives.
  + Directs a process of organizational planning that evaluates structure, job design, and manpower forecasting throughout the CTC. Coordinates activities across division lines. Evaluates plans and changes to plans. Makes recommendations to senior management. Directs a process of organizational development that primarily addresses employee growth and succession planning throughout CTC. Coordinates activities across division lines.
  + Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness using data analytic tools, and effects changes required for improvement.
  + Serves as consultant management on specific human resource problems and concerns
  + Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

* A baccalaureate degree in a course of study related to the occupational field is required.
* Experience (Must demonstrate progressive leadership responsibilities).
  + Ten years of experience at a TCSG college in human resources

OR

* + Ten years of experience in a state governmental agency or other institution of higher education.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.

**PREFERRED QUALIFICATIONS:**

* Master’s degree in field related to human resources preferred.

**SALARY/BENEFITS:** $111,111.14 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that all Chattahoochee Technical College employees must be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** To be determined.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE:** Open until filled.

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***