**POSITION ANNOUNCEMENT**

**POSITION: Vice President of Human Resources**

**POSITION DESCRIPTION:** The Vice President of Human Resources is a key member of the executive leadership team, responsible for developing and executing human resources strategies that support the organization's overall business objectives. This role oversees all HR functions, including talent acquisition, employee relations, organizational development, performance management, compensation and benefits, compliance, and workplace culture. The VP of HR plays a critical role in shaping the company's culture and ensuring alignment between people strategies and business goals.

**MAJOR DUTIES:**

* **Strategic Planning and Leadership**
	+ Direct the financial planning and budget operations of the Human Resources division, ensuring efficient and compliant use of funds.
	+ Lead organizational planning and development efforts, including workforce structure, job design, compensation strategy, and succession planning.
	+ Develop and oversee leadership development programs to build a pipeline of future leaders and strengthen institutional capacity.
	+ Implement employee engagement strategies to enhance job satisfaction, collaboration, and overall organizational effectiveness.
	+ Oversee employee relations, ensuring the fair and consistent application of policies, compliance with employment law, and timely resolution of workplace concerns.
	+ Partner with senior leadership to evaluate organizational needs, workforce analytics, and staffing priorities across all divisions.
	+ Provide consultation to college administrators, deans, and supervisors on human resource matters, including performance management, FLSA classification, employee development, and policy interpretation.
	+ Foster a positive, inclusive workplace culture that reflects the College’s values of equity, respect, and continuous improvement.
	+ Monitor and evaluate HR programs, using data analytics and workforce metrics to assess effectiveness and recommend improvements.
	+ Ensure compliance with federal, state, and TCSG employment regulations, including EEO, ADA, FMLA, and other applicable laws.
	+ Collaborate with Academic and Student Affairs leadership to support faculty, staff, and student employment practices that align with institutional mission and workforce goals.
	+ Perform other related duties as assigned.
* **Personnel Management and Oversight**
	+ Provide strategic oversight for all areas of human resources, including talent acquisition and management, employee relations, compensation and classification, benefits administration, pay structures, leave management, performance evaluation, records retention, and human resources information systems (HRIS).
	+ Lead, supervise, and evaluate the work of professional and administrative HR staff engaged in employment, payroll, benefits, training and development, compensation, records management, and other related functions to ensure operational excellence and compliance.
	+ Partner with senior leadership to design and maintain equitable wage and salary structures, compensation policies, performance appraisal systems, and employee benefit programs in alignment with TCSG guidelines and College policy.
	+ Monitor HR programs for effectiveness, efficiency, and cost containment, recommending adjustments to maintain competitiveness and fiscal responsibility.
	+ Establish and maintain standard recruiting, onboarding, and placement practices to ensure compliance with state and federal regulations and to attract and retain a qualified, diverse workforce.
	+ Oversee the consistent implementation of HR programs and initiatives, ensuring adherence to established standards and identifying opportunities for improvement and alignment with institutional goals.
* **Legal/Compliance**
	+ Ensure compliance with all applicable federal, state, and Technical College System of Georgia (TCSG) policies, procedures, and regulations governing human resources operations.
	+ Serve as the College’s Title IX Coordinator for workplace compliance, ensuring adherence to nondiscrimination, harassment, and equity policies.
	+ Develop and implement employee relations practices that promote a positive, equitable, and high-morale work environment.
	+ Identify and interpret legal requirements and government reporting obligations related to HR functions (e.g., OSHA, EEO, ERISA, FMLA, ADA, Wage & Hour). Monitor compliance risks, direct the preparation of required documentation, and act as primary liaison with legal counsel and regulatory agencies.
	+ Oversee the implementation of personnel policies and procedures to ensure consistent application of TCSG and College standards across all departments.
	+ Coordinate and respond to legal inquiries and challenges related to human resources and professional development matters.
	+ Direct the preparation, maintenance, and submission of all reports necessary for compliance and internal accountability.
	+ Lead the development, implementation, and monitoring of the College’s Affirmative Action Plan.
	+ Conduct ongoing evaluations of HR policies, programs, and practices, providing updates and recommendations to the President and senior leadership on emerging trends, legal developments, and best practices.
	+ Cultivate and maintain positive working relationships with the College’s Board of Directors, community partners, educational institutions, and external stakeholders to promote collaboration and strengthen institutional reputation.
	+ Prepare and present periodic reports and strategic updates to the President and senior leadership team as required.

**MINIMUM QUALIFICATIONS:**

* A Bachelor’s degree in a related field **\*and\*** Seven (7) years of related work experience \*OR\* Master’s degree \*and\* Three (3) years of related work experience.

**Note:** An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**PREFERRED QUALIFICATIONS:**

* Experience
	+ Seven (7) years of human resource experience in a TCSG college, state government agency, or other institution of higher education.

**SALARY/BENEFITS:** $125,000.00 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, 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, 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.

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