



**Director of Human Resources**  
**Full Time**  
**Floyd County Campus**

Georgia Northwestern Technical College is seeking qualified applicants for the position of full time Director of Human Resources to be located on the Floyd County Campus and may be required to work at other campuses to meet operational requirements. This position will report to the Vice President of Administrative Services. This position is responsible for compensation, benefits, recruitment, employee relations, training, and 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 and college's IPEDS report
- Ensures compliance with Family and Medical Leave Act requirements
- Oversees the coordination of employee drug testing operations
- Oversees the processing and verifying of new employee background and Homeland Security database checks
- Implements and monitors employee training programs
- Oversees the processing of worker's compensation claims
- Develops and maintains the employee handbook
- Administers annual department budget
- Oversees the personnel/payroll transactions and acts as a back up to Payroll Specialist
- 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
- Other duties as assigned

**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

**Minimum Qualifications:**

Baccalaureate degree in Human Resources or a closely related field from an accredited college or university \*and\* Two (2) years of full-time work experience in human resources in major areas of responsibility. Knowledge of federal & state employment law. 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:**

Master's degree in Human Resources or a closely related field from an accredited college or university. Five (5) years of work experience in Human Resources with progressively responsible experience. PHR or SPHR or SHRM Certifications. Human Resources work experience in an educational environment. Supervising employees in a human resources department. Preparing and monitoring department budget and PeopleSoft HCM and/or WorkDay experience.

**Annual Salary:** \$85,000 - \$90,000

**Benefits:** Benefits include 13 paid State holidays, annual and sick leave, State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. We offer two retirement plans, the Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia and 401K options.

**Application Deadline:** Position opened until filled.

**Application Process:** All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. No phone calls or emails please.

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

**Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).