



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Human Resources Officer (Full-time)

Job Code: 16139

Campus Location: Augusta Campus

Salary: \$49,000.00-56,000.00; commensurate with education and work experience.

JOB SUMMARY

The Human Resources Officer oversees human resources and payroll accounting functions, including compensation, benefits, recruitment, transactions, operations, payroll and employee relations.

MINIMUM QUALIFICATIONS

Bachelor's degree from accredited college or university in an area related to assignment and two years of full-time experience in a position related to the performance of the job.

PREFERRED QUALIFICATIONS

Master's Degree is preferred. At least three years of full time, paid work experience in Human Resources or Accounting within the past four years is also desired.

COMPETENCIES

Must possess effective communication skills.

MAJOR DUTIES

1. Serves as subject matter expert or organization resource in assigned areas.

2. Assists in planning and organizing the unit's work to meet the unit's objectives.
3. Communicates best practices.
4. Reviews operations for compliance with applicable regulations and standards.
5. Participates in strategic planning.
6. Performs research and analysis for special projects.
7. Compiles quarterly and annual reports.
8. Manages compensation, payroll, benefits and employment functions to ensure utilization of state resources in the most effective cost manner.
9. Oversees the record management function including maintenance, retention, transfer, and disposition of personnel records and files.
10. Oversees the development, revision and maintenance of comprehensive job descriptions.
11. Provides information and advice to employees, supervisors, and managers regarding employee relations issues and human resources policies, practices and regulations.
12. Reviews and evaluates proposed or newly enacted state and federal laws governing human resources administration, and assists in ensuring compliance with state and federal laws.
13. Coordinates and conducts training on human resource program-related topics and issues.
14. Maintains postings of vacancies to the college website and reviews for consistency.
15. Coordinates and conducts recruitment program following State and Federal laws, rules and regulations and in accordance with agency policies and procedures.
16. Prepares personnel action forms for new employees, salary increases, terminations, etc.
17. Conducts background checks and driver's history checks on new employees; prepares medical and physical forms for new employees
18. Assists in the preparation of the Affirmative Action Plan for the College.
19. Analyzes/audits payroll for accuracy of preparation/posting.
20. Computes or reconciles balances, and make corrections.
21. Maintains payroll records, and provides information based on regulations and confidentiality.
22. Processes/administers third-party requests involving employee pay, such as garnishments, levies, bankruptcies and child support wage assignments.
23. Acts as liaison between the payroll section and other government agencies, consultants and other outside business in resolving problems.
24. Completes routine payroll-related duties; forms, unemployment certifications, stop payment requests.
25. Others duties as assigned.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of

application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.