

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Director for Human Resources** |
| **POSITION DESCRIPTION:**  Reporting to the Vice President for Administrative Services, the Director for Human Resources is responsible for directing the technical college’s human resources functions, to include services such as compensation, benefits, recruitment, employee relations, training, and/or payroll functions. Implements personnel policies to ensure compliance with Technical College System of Georgia policies and state and federal laws; Implements and monitors the recruitment and hiring process; Prepares and monitors the college’s affirmative action plan; Ensures compliance with Family and Medical Leave Act requirements; Coordinates employee drug testing operations; Processes and verifies new employee background and Homeland Security database checks; Implements and monitors employee training programs; Processes worker’s compensation claims; Develops and maintains the employee handbook; Enters and processes personnel/payroll transactions; 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 matters; oversees the Report My Driving and Student Accident Insurance Programs. | |
| **MINIMUM QUALIFICATIONS:**   * Bachelor’s degree in Human Resource or a closely related field from an accredited college or university * Two (2) years of full-time work experience in a human resources in major areas of responsibilities. | |
| **PREFERRED QUALIFICATIONS:**   * MBA, MPA or a closely related field from an accredited college or university * Two (2) years of previous leadership/supervisory experience over payroll functions of an agency with more than 50 employees * Excellent communication skills * Strong people skills * Excellent with Microsoft Office * Experience with TeamWorks Human Capital Management (HCM) and Workday applications * Experience working in a State of Georgia agency or higher education | |
| **SALARY/BENEFITS:**  Commensurate with qualifications. | |
| **APPLICATION DEADLINE:**  Open Until Filled | |
| |  | | --- | | **TO APPLY:** Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Interim Director for Human Resources at 912.871.1629 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).  The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, [crikard@ogeecheetech.edu](mailto:crikard@ogeecheetech.edu). For ADA/Section 504: Sabrina Burns, Disability and Student  Support Services Coordinator, Office: 189, Phone: 912.486.7211, [sburns@ogeecheetech.edu](mailto:sburns@ogeecheetech.edu). | | As set forth in its student catalog, Ogeechee 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 individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 191, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu | | |