



Director of Human Resources

Human Resources

HR/1

JOB SUMMARY

This position directs the college's human resource functions.

MAJOR DUTIES

- Organizes and directs the college and its employees in processes and procedures related to recruitment, employment, benefits management, salary administration, performance evaluation, training and development, and employee relations.
- Counsels employees and supervisors regarding disciplinary issues, claims of discrimination, and harassment by providing information on policies, recommending a plan of action, and resolving misunderstandings.
- Ensures consistency in the application of personnel policies and regulations by advising senior administration about the applicable policies and regulations.
- Develops policies, practices and procedures in alignment with state and federal employment laws, University System of Georgia policies and procedures, and college rules and regulations.
- Assists with decision making regarding promotions, terminations, or similar personnel actions.
- Supervises and directs all payroll processes and related matters to include the issuance of faculty contracts.
- Serves as the institution's representative at system-wide meetings, including participation in regional conferences.
- Oversees and manages the department budget.
- Ensures the accuracy and accountability of personnel information; supervises the maintenance of personnel files; verifies personnel actions.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resource management principles.
- Knowledge of federal and state laws related to employment and benefits.
- Knowledge of college policies and procedures.
- Knowledge of computers and job related software programs.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of budget management principles.
- Skill in the supervision of personnel.
- Skill to make timely decisions.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include federal and state employment laws, University System of Georgia policies and procedures, College and University Professional Association for Human Resources guidelines, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in directing the college's human resources functions. The necessity of responding to the day-to-day or immediate needs of personnel contributes to the complexity of the position.
- The purpose of this position is to direct for the human resource functions of Darton State College. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, retirees, job applicants, other University System human resources staff, benefits providers, peers at other institutions, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to provide services; to motivate or influence persons; and to justify, negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Payroll Supervisor (1), Human Resources Specialist (1) and Human Resources Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.