



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/24/2025  
Revised on: 1/7/2026

| Job Title                          | Salary Schedule | Grade        | Job No.       |
|------------------------------------|-----------------|--------------|---------------|
| <b>Human Resources Manager</b>     | <b>C3</b>       | <b>4</b>     | <b>AD9851</b> |
| Reports To                         | FLSA Status     | Grant Funded | Tenure Track  |
| <b>Director of Human Resources</b> | Exempt          | No           | Yes           |

**JOB SUMMARY:** The Human Resources Manager serves as a key operational leader within the Office of Human Resources. This role supports the Director of Human Resources in planning, administering, and overseeing day-to-day HR functions while exercising independent judgment within applicable laws, Alabama Community College System (ACCS) and Board of Trustees (BOT) policies, and College procedures. The position provides expert guidance on HR practices and compliance (including FMLA, FLSA, EEOC, and ADA) and delivers high-quality employee experience through efficient and equitable HR operations.

Direct Supervisory Responsibility:     YES     NO

**QUALIFICATIONS:**

- ◆ Master’s Degree in Human Resources, Business Administration, or a closely related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Five (5) or more years of work experience in a Human Resources related role **required**, human resources or related work experience in a postsecondary educational setting **preferred**
- ◆ Three (3) or more years’ experience managing Human Resources Information Systems (HRIS) data management and reporting **required**; Banner ERP and NeoED experience **preferred**
- ◆ SHRM-CP, SHRM-SCP, or equivalent HR certification **required**
- ◆ Advanced proficiency in Microsoft Office (Excel, Word, PowerPoint, and Outlook) **required**
- ◆ One (1) year of previous supervisory experience **preferred**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Demonstrated knowledge of employment laws including FMLA, FLSA, EEOC, and ADA
- ◆ Strong analytical skills related to compensation, HR metrics, and HRIS reporting
- ◆ Ability to handle sensitive and confidential matters with discretion
- ◆ Ability to interpret and apply policies, procedures, and collective governance frameworks
- ◆ Effective conflict resolution and investigative skills
- ◆ Previous work in a postsecondary educational setting
- ◆ Previous experience using Banner ERP, Human Resources Modules

**DUTIES:**

- ◆ Manages daily Human Resources operations in alignment with directives from the Director of Human Resources, including but not limited to:
  - Serves as liaison between the Director of Human Resources and other College and community personnel
  - Oversees the recruitment and search process including creating job descriptions, position announcements, job postings and providing guidance to search committees
  - Oversees HRIS processes, including onboarding, terminations, employment record changes, benefits administration, and HR reporting, ensuring accuracy and compliance.
  - Oversees the preparation and distribution of employee job offers, Letter of Appointments (LOAs) and contracts
  - Analyzes compensation practices and recommends salary schedule placement and offers for new positions in accordance with ACCS, BOT and College policies.
  - Delivers new hire orientation, training and professional development
  - Manages FMLA leave process, ensures accurate tracking, proper documentation, legal compliance, and effective communication with employees and supervisors
  - Collaborates with Payroll Department to maintain accurate and timely employee records
  - Manages the annual reclassification process for existing employees on the E salary schedule
  - Reviews Professional Growth Plans for faculty employees ensuring compliance with Alabama Community College System (ACCS), Board of Trustees (BOT), and College policies
  - May investigate grievances, complaints, and performance or behavioral issues, preparing detailed findings and reports for Director of Human Resources.
  - Administers employee counseling, corrective actions, performance reviews, and separations, following directives and policies
  - Provides guidance, direction and oversight of the Human Resources staff
- ◆ Plans and directs departmental projects to optimize HR operations, increase efficiency, enhance overall employee experience
- ◆ Plans, coordinates, and administers employee benefits-related and professional development events
- ◆ Provides salary details to assist Finance Department with annual budgeting process
- ◆ Assists in updating employee handbook and other policies and procedures
- ◆ Serves as an ex- officio member of the College's Sick Leave Bank Committee and the Office of Human Resources
- ◆ Assists Director of Human Resources with the ongoing compliance of state and federal employment law and the implementation and application of Alabama Community College System (ACCS), Board of Trustees (BOT), and College policies

**ADDITIONAL JOB DUTIES:**

- ◆ Represent the College as a member of the ACCS HRMA, and provide leadership, guidance, and assistance to other HRMA members
- ◆ Serve on College committees
- ◆ Exhibit initiative to pursue and learn additional tasks as needed
- ◆ Enhance professional knowledge and skills through professional development and continuing education
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other related duties as assigned

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of*

*specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching to access files or office equipment
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with employees, administrators, and external partners, as well as for preparing reports and conducting presentations

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ **Schedule:** Standard work hours are expected, with the need for flexibility to accommodate deadlines, investigations, and departmental needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners. The role also requires handling sensitive information with discretion and professionalism

**Reviewed and Approved by: Director of Human Resources**

**Employee Name:**

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**Employee Signature**

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**Date**