



American Samoa Community College
Human Resources Office
EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Generalist
Employment Status: Full Time/12 months (Career Service)

General Description:

The Human Resources Generalist reports directly to the Officer of Human Resources or Manager. The HR Generalist administers policies relating to all phases of human resources activity by performing the following duties.

General Duties and Responsibilities:

Administrative

- Ensures knowledge and ability in utilizing Datatel system in daily HR operations;
- Assists the HR Officer with updates of personnel governance policies.
- Assists in the development and implementation of the Training Schedule of ASCC as per policy of professional development.
- Advises management in appropriate resolutions of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs of support for HR employees.
- Follows the directives from the Manager regarding operations of the HR office on a daily basis.

Technical

- Recruits, interviews, tests and selects employees to fill vacant positions.
- Plans and conducts new employee orientation to foster a positive attitude toward ASCC goals.
- Prepares employee separation notices and related documentation.
- Processes and reconciles the payroll process for compensation purposes of employees on a bi-weekly basis.
- Assists in training and management of interviewing, hiring, termination, promotion, performance review, safety and sexual harassment.
- Keeps records of benefit plans participation such as insurance, if any, retirement plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations and employee statistics for government reporting.
- Assists in administering a performance review program to ensure effectiveness, compliance, and equity within organization.
- Assists in administering benefit programs such as life, health and disability insurances, retirement plans, vacation, sick leave, annual leave, leave of absence and employee assistance.
- Assists in the processing of documentation relating to accidents at the College.

Reporting

- Prepares reports on incidents, workman's compensation, grievances, complaints etc.
- Prepares reports of tasks and activities on a weekly, monthly, quarterly and annual basis.
- Performs other duties as assigned by HR Officer.

Minimum Qualifications:

- Bachelor degree in Human Resource Management, Business Administration, or related field.

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

- With at least three (2-3) years of experience.
- Proficient in presentation.
- Proficient in correspondence writing.
- Can interpret and train on policies, procedures and regulations.
- Has administrative experience and can prioritize in confidentiality.
- Able to deal with diverse audiences.
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Salary: GS-14/06-10: \$ 23,207.00 - \$ 26,847.00 per annum

Application Deadline: December 24, 2019 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu.

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