

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR – HUMAN RESOURCES

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Assistant Director of Human Resources assists in the comprehensive management and oversight of daily Human Resources activities and operations. This critical role ensures HR programs and services are effective, compliant, and aligned with the college's mission and goals through close collaboration with HR leadership and various college departments. This position requires full access to Patient Health Information (PHI).

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree is required. Certification in Human Resources Management preferred.
2. Years of experience in the field: Three years of increasingly responsible full-time experience in Human Resources required, including two years of supervisory and management responsibility. Higher Education experience is preferred.
3. Special skills or abilities related to the position:
Comprehensive knowledge of HR principles, practices, and regulations. Knowledge of conflict resolution principles. Strong leadership, coaching, and team-building skills. Analytical and problem-solving abilities. Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively. Excellent organizational skills and attention to detail. Ability to prioritize and delegate tasks. Ability to direct, supervise and coordinate the work of assigned staff. Ability to manage multiple priorities and projects in a fast-paced environment. Proficiency in HRIS systems and Microsoft Office Suite skills. High level of integrity, discretion, and ability to handle confidential information.

ESSENTIAL JOB FUNCTIONS:

(These essential job functions are not to be construed as a complete statement of all duties performed.)

1. Communicates with management on behalf of the Director as needed or in the absence of the Director.
2. Collaborates with the Director to sustain, promote, and grow departmental programs and services. Participates in strategic planning and presides over meetings as needed.
3. Examines business processes, operations, and procedures. Formulates, develops, and recommends new strategies, policies, and procedures for implementation as appropriate.
4. Conducts needs assessments to identify HR related training gaps and opportunities; develops staff training.
5. Acts as a point of contact for faculty and staff on complex HR issues, providing guidance and interpretation of policies and procedures.
6. Supervises assigned staff in the department to include assignment of work activities and projects, daily operations, training, and performance management.
7. Manages the day-to-day operations of assigned HR functional areas.
8. Develops and implements effective performance management systems in collaboration with the Director of HR, and provides guidance to departments on their implementation.
9. Manages and administers complex compensation events, including salary adjustments and special compensation programs.
10. Completes annual compensation data surveys, both locally and nationally, from various agencies or other colleges.
11. Assists with the implementation and maintenance of the Human Resources Information System (HRIS) and other HR technology solutions.
12. Evaluates the efficiency and effectiveness of service delivery methods and procedures for assigned areas, identifying opportunities for improvement and leading the implementation of approved changes.
13. Assists the Director with conducting organizational and operational studies, investigations, and preparing and presenting comprehensive reports and correspondence.
14. Serves as an HR liaison, cultivating effective relationships with internal departments, faculty, staff and students, as well as external entities such as vendors, contractors, educational institutions, businesses, community representatives, and governmental agencies.
15. Ensures compliance with federal, state, and local employment laws and regulations.
16. Responds to and resolves difficult and sensitive inquiries and complaints.
17. Attends and participates in professional group meetings and conferences related to job responsibilities; may require overnight, out-of-district travel.

ESSENTIAL JOB FUNCTIONS (continued):

18. Maintains awareness of new trends and developments in the field of human resources and incorporates new developments as appropriate.
19. Performs other duties as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Occasionally travels to other CF campuses and centers.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus, Bldg. #1

SUPERVISOR OF POSITION: Director – Human Resources