

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR – HUMAN RESOURCES

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Under the general direction of the Director, assists in planning, directing, managing, supervising, and overseeing assigned daily Human Resources activities and operations. Full Access to Patient Health Information (PHI Level).

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:
  - Knowledge of operations, services, and activities of a comprehensive human resources program.
  - Knowledge of conflict resolution principles.
  - Knowledge of principles, policies, and practices of human resources management including pertinent federal and state laws, codes and regulations.
  - Exceptional verbal and written communication skills.
  - Excellent organizational skills and attention to detail; Ability to prioritize and delegate tasks.
  - Ability to direct, supervise and coordinate the work of assigned staff.
  - Proficient with Microsoft Office Suite or related software and HRIS.

ESSENTIAL JOB FUNCTIONS:

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

1. Communicate with management on behalf of the Director as needed or in the absence of the Director.
2. Collaborate with the Director to sustain, promote, and grow departmental programs and services. Participate in strategic planning and preside over meetings as needed.
3. Examine business processes, operations, and procedures. Formulate, develop, and recommend new strategies, policies, and procedures for implementation as appropriate.
4. Provide guidance on personnel matters to administrators, faculty, and staff.
5. Supervise assigned staff in the department to include assignment of work activities and projects, daily operations, training, and performance management.
6. Assume management responsibility for assigned Human Resources services and activities; coordinate the day-to-day operations of assigned core Human Resources functions including recruitment and onboarding, classification and compensation, personnel actions and recordkeeping, data and reports, and employee relations.
7. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures for area of assignment; identify opportunities for improvement and recommend changes; participate in directing and implementing approved changes.
8. Provide responsible staff assistance to the Director; conduct a variety of organizational studies, investigations, and operational studies; prepare and present staff reports and other necessary correspondence.
9. Serve as a liaison for Human Resources to other departments, divisions, and outside agencies including staff, faculty, students, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies.
10. Ensure compliance with federal, state, and local employment laws and regulations.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Attend and participate in professional group meetings and conferences related to job responsibilities; may require overnight, out-of-district travel.
13. Maintain awareness of new trends and developments in the field of human resources and incorporate new developments as appropriate.
14. Perform 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