

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR - HUMAN RESOURCES

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

The Director of Human Resources provides strategic leadership and oversight for all human resource functions at the college. This position is responsible for developing, implementing, and managing comprehensive HR strategies, policies, and programs that align with the college's mission, values, and strategic goals. The Director serves as a key advisor to senior leadership on all HR-related matters, fostering a positive and productive work environment, ensuring compliance with all applicable laws and regulations, and championing a culture of excellence and continuous improvement. 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 required with major course work in Human Resources, Business Administration, or a related field preferred. SPHR Certification preferred.
2. Experience in field: Minimum of five years of progressively responsible professional experience in Human Resources management, with at least three years in a supervisory or leadership role.
3. Special skills or abilities related to position:  
Displays strong leadership, management, and supervisory skills. Communicates effectively, both verbally and in writing, with internal and external college stakeholders. Ability to balance employee advocacy with college priorities and resources. Possesses broad knowledge of the principles, practices, and procedures of human resources management. Demonstrated knowledge of federal and state laws relating to employment. Utilizes strong analytical, problem-solving, and decision-making skills. Maintains confidentiality and exercises sound judgment. Performs effectively in a fast-paced, complex environment. Demonstrates proficiency in HRIS systems and Microsoft Office Suite.

**ESSENTIAL JOB FUNCTIONS:**

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

1. Develops and executes HR strategies that support the college's overall strategic plan and operational objectives.
2. Leads the HR department, setting strategic direction, managing departmental budget, and fostering a high-performing team.
3. Directs complex employee relations issues, disciplinary actions, grievances, and conflict resolution, working in collaboration with the Equity Officer as necessary.
4. Ensures college compliance with all federal, state, and local employment laws and regulations.
5. Develops, interprets, and enforces HR policies and procedures in alignment with legal requirements and best practices.
6. Oversees the development and implementation of recruitment, selection, and onboarding strategies to attract and retain high-quality talent.
7. Develops and implements effective performance management systems that support employee development and accountability.
8. Manages the institution's compensation structure, position classifications and job descriptions.
9. Directs regular salary surveys and analyzes compensation data to inform recommendations for adjustments.
10. Oversees the design, implementation, and administration of comprehensive employee benefits programs, including health, dental, vision, life, disability, retirement plans, worker's compensation, leave programs, and EAP.
11. Develops and maintains effective communication strategies to inform employees of HR policies, programs, and updates.
12. Manages the development, updates, and consistent application of the employee handbook, and contributes to the content and review of other college policy manuals to ensure accuracy, compliance, and clarity.
13. Provides strategic oversight for the Human Resources Information System (HRIS), ensuring data integrity, system functionality, and optimal utilization.
14. Identifies and implements opportunities for process improvements and automation within HR operations.
15. Directs the development of HR analytics and reporting to inform strategic decision-making and measure HR program effectiveness.
16. Maintains all college employee personnel records and other departmental files, ensuring proper retention, disposal, confidentiality, and accuracy.
17. Coordinates with internal and external auditors and accreditors to ensure compliance of personnel records for current and former employees, and to maintain an effective system of internal controls.
18. Oversees the collection and provision of HR records for public records requests, ensuring compliance with the state laws and other relevant regulations.
19. Acts as the college HR representative and collaborates closely with the general counsel on all human resources issues involving legal compliance.

ESSENTIAL JOB FUNCTIONS (Continued):

20. Manages the district-wide HIPAA compliance program for all college employees with access to Patient Health Information (PHI), ensuring adherence to privacy requirements.
21. Serves as a college representative on various internal and state-wide committees.
22. Requires both in-district and out-of-district overnight travel on a recurring basis.
23. Due to the scope of responsibility of this position, the employee must possess a cell phone and provide the number to Human Resources and the Vice President of Administration and Finance for essential communication both during and after business hours.
24. Perform other duties and projects 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 hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- 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:

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

- Works inside in an office environment on a tobacco-free campus.

PRIMARY LOCATION OF JOB:

Building 1 (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION:

Vice President for Administration & Finance