

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EMPLOYMENT SPECIALIST - INSTRUCTIONAL

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

The Human Resources Instructional Employment Specialist is responsible for all aspects of employment and HR administration for current and prospective instructional employees. This includes hiring, onboarding, processing pay and personnel actions, record maintenance, data integrity, and offboarding of full-time and part-time instructional staff. This HR support position requires proficiency and knowledge of HR policies and procedures across functional areas in order to provide guidance and support to departments, employees and candidates. The essential functions of the position require substantial use of the college's human resources information system (HRIS) for transactions and reporting. Strict adherence to HR policies, procedures and applicable federal and state laws is required.

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: Associate's degree required, preferably in Human Resources, Payroll or related field. Two or more years of related experience or training may be substituted for the degree required. Bachelor degree preferred.
2. Years of experience in the field: 2 years of full-time experience in Human Resources, Payroll or related field required. Experience in a higher education setting is preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Exhibits a thorough knowledge of policies, procedures, and outside regulations pertaining to the position. Establish and maintain effective working relationships with outside agencies, college administrators, faculty, staff, students and the public. Ability to troubleshoot problems and respond to inquiries in a timely manner. Ability to maintain complex records, check for accuracy, and follow up. Evidence of computer skills including word processing, spreadsheets, database, and data input. Ability to work with sensitive and highly confidential information and keep data secure.

ESSENTIAL JOB FUNCTIONS:

1. Collaborates with hiring departments to execute the hiring and onboarding of full-time and part-time instructional staff, providing onboarding guidance for new employees.
2. Supports talent acquisition by monitoring HRIS instructional applicant pools and assisting with application review and approval.
3. Provides HRIS technical support to departments and applicants.
4. Processes and finalizes hiring proposals and assigns onboarding tasks in the HRIS to new hires and managers.
5. Monitors onboarding dashboard for timely completion of required employment paperwork.
6. Ensures adherence to electronic I-9 and E-Verify procedures and assists department users with the E-9 Management module within the college's HRIS.
7. Responsible for the maintenance of the I-9 Retention process, including the monthly purging of I-9 documents in accordance with established retention guidelines.
8. Verifies previous employment history and confirms the completion of FDLE background checks of newly hired instructional staff.
9. Maintains faculty certifications and credentials to ensure compliance with the appropriate credentialing agency, and follows up with hiring managers and support staff regarding incomplete items.
10. Completes HR administrative processes and personnel actions for instructional employees, ensuring timely data entry into the HRIS to meet critical payroll and benefits deadlines.
11. Processes supplemental and course load contracts for full-time and part-time instructional staff.
12. Manages the preparation, signing, and distribution of full-time faculty contracts, including annual appointments and reappointments, as well as the awarding of continuing contracts to eligible faculty members.
13. Calculates compensation for all new and existing instructional staff positions, processes rank promotions, administers degree incentives, assists with organization-wide salary adjustments and special pays, and resolves compensation issues.
14. Audits the HRIS and other records (digital and paper) for accuracy, collaborating with payroll services and utilizing reports to validate data input.
15. Submits required electronic state and federal data for new hires to the appropriate agencies.
16. Partners with payroll services to develop and implement a schedule of deadlines for all personnel actions.
17. Verifies employee files are complete and ensures all documents are imaged into the system accurately and timely.
18. Collaborates with other departments to ensure instructional data and reporting codes remain current in the HRIS for applicable State reports.
19. Works in partnership with academic departments to remove access and offboard inactive adjuncts and part-time instructors.
20. Manages the instructional offboarding process and coordinates with pertinent departments regarding the exit process.
21. Serves in a backup capacity for other areas within the department as required.

ESSENTIAL JOB FUNCTIONS (continued):

22. Stays current with Human Resources trends and best practices by actively participating in training and professional development opportunities, including user training specific to the college's HRIS system.
23. Completes other related duties and projects as assigned.

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

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 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:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Assistant Director – Human Resources
Director – Human Resources