

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - HUMAN RESOURCES

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administration for the college's human resource functions and the Office of Professional Development. Responsibilities include ensuring that the college is in compliance with appropriate personnel rules, college procedures, District Board of Trustees policies and state and Federal laws and regulations.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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, Personnel Administration, Educational Administration or a related field preferred. SPHR Certification preferred.
2. Experience in field: Five years' experience in progressively responsible management/leadership/supervisory experience within the human resource field required.
3. Special skills or abilities related to position: Be a change agent with positive human relations skills. Communicate effectively, orally and in writing, with diverse functional areas and stakeholders both internal and external to the college. Possess broad knowledge of the technical aspects in a variety of Human Resource functions. Demonstrated knowledge of federal and state laws relating to employment and equity issues. Demonstrated experience in effective time management, decision making, critical thinking, creative problem solving, organization, and flexibility.

ESSENTIAL JOB FUNCTIONS:

- I. Responsible for the leadership and day-to-day administration of the Human Resources Department and the Office of Professional Development, recruitment and employee relations, and employee benefits program to ensure effective and efficient delivery of services to support the College mission and strategic plan.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Maintain and monitor compliance with federal laws, state and local statutes, District Board of Trustee policies, College procedures and regulations pertaining to Human Resources, including dissemination and counseling in the interpretation and application of same to college administration and staff as needed or requested.
3. Coordinate district-wide planning of employee performance reviews, training and development programs.
4. Responsible for reviewing and recommending to the Vice President of Administration and Finance revisions to Board Policy and College Administrative Procedures related to Human Resources.
5. Responsible for updating and distributing the Human Resources manual, employee handbooks, the department website, and other publications related to human resources.
6. Responsible for maintenance, update, review and recommendation of position classification system and job descriptions.
7. Responsible for implementing, maintaining, updating, and reviewing personnel applicant database.
8. Act as contact person for the College regarding Health Benefits and the Florida Retirement System including Optional Retirement Program.
9. Act as liaison with Information Technology Department in production of Human Resources Management data bases and other relative human resource records.
10. Establish procedures for employee records scanning, retention, and disposal in accordance with federal and state laws and rules.
11. Work with auditors and external accreditors to assure all personnel records for both current and former employees comply with regulations and an effective system of internal controls.
12. Responsible for College employees' recruitment, hiring, onboarding, off-boarding, separation, termination, and other personnel action processes related to the Human Resources Department.
13. Responsible for the preparation and submission of federal, state, and local reports and surveys, such as the Annual Equity Report including recommendation of strategies to increase employment participation of underrepresented groups.
14. Work collaboratively with the college's General Counsel to assure compliance with all federal, state, and local laws, rules, and ordinances and requests for information.
15. Work collaboratively with the college's Equity Officer to assure equal access/equal opportunity compliance.
16. Provides assistance and guidance to College supervisors on employee processes including performance evaluations, performance improvement plans, investigations, complaints, disciplinary actions, and employee separations.
17. Represent the College on internal and state-wide committees and task forces regarding human resources and diversity.
18. Serves as the college representative and assist college's General Counsel on all issues related to Human Resources with external parties, including but not limited to unemployment compensation and Equal Opportunity Commission hearings.
19. Requires both in-district and out-of-district, overnight travel on a recurring basis.
20. Coordinate and participate in HIPPA compliance program for all district-wide employees having access to Patient Health Information. (PHI Level)

ESSENTIAL JOB FUNCTIONS (Continued):

- 21. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources and the Vice President of Administration and Finance.
- 22. Performs other duties and projects as assigned..

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

PHYSICAL DEMAINDS:

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.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Routinely requires walking, standing, bending, and reaching up.
- Routinely requires manual dexterity to operate standard office machines, such as, computer, copier, fax, calculator, telephone, and other equipment as necessary.
- Routinely requires light (up to 25 pounds) lifting and carrying.

ENVIRONMENTAL CONDITIONS:

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

(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: Vice President of Administration & Finance