

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES SPECIALIST

PAY GRADE: P-8

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To perform specialized personnel administration and technical support work in all phases of Human Resources. Required to perform a variety of work directly related to the application and implementation of human resources policies and procedures. Position requires the ability to act in an advisory capacity to the professional, administrative, support staff and faculty on complex technical or procedural matters, referring issues related to policy administration to an administrator. Responds to complex inquiries on such matters as job vacancies, promotion, credentialing, faculty and professional employee transcripts, faculty and professional employee work assignments and other related matters. Also performs routine clerical work, which includes some responsibility to prepare documents and compose letters for the Director of Human Resources. Full access to Patient Health Information. (PHI Level)

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 in Human Resource Management or related field required. Four years or more working in the Human Resources/Recruiting area may be substituted for the degree required.
2. Years of experience in field: Two years' experience in Human Resources/Recruiting required.

Revised 07/07/15  
Revised 06/10/15  
Revised 6/9/14  
Revised 6/11/13  
Revised 3/22/11  
Revised 3/16/11  
Revised 7/20/10  
Revised 12/15/03  
Revised 08/31/2005

3. Special skills or abilities related to position: Knowledge of the principles and practices of the Federal Rules and Regulations Florida College System Policies and Procedures, College Policies and Procedures, State Board of Education rules, and SACSSOC standards. Ability to deal effectively with outside agencies, college administrators, employees, and the public. Ability to maintain complex records, checks for accuracy and follow up. Ability to handle multiple priorities and confidential assignments, organize work, and function independently with minimal supervision. Ability to make minor decisions in accordance with State Board of Community College Rules, College Policies and Procedures and to apply these as needed to problems and situations. Ability to adhere to strict deadlines on a continuing basis and function effectively under heavy workloads during peak periods. Ability to promote and maintain effective working relationships across multiple campuses. Has the ability to make sound judgment and has good decision making skills. Has excellent computer skills and is proficient on word processing, spreadsheets, database, and data input. In addition, displays exceptional written and oral communication skills.

#### ESSENTIAL JOB FUNCTIONS:

1. Provide administrative and clerical support to Director of Human Resources.
2. Attend meetings, job fairs and conferences in collaboration with Career Source for the purpose of recruiting and educating applicant.
3. Develop working relationships within college to aid in recruiting.
4. Research and recommend new sources for active and passive candidates recruiting
5. Build networks to find qualified passive candidates and create contacts within industry.
6. Communicate with managers and employees regularly to establish rapport, Give presentations at the college, attend student group meetings, and increase college awareness throughout the community and surrounding areas.
7. Review employment applications for eligibility determination.
8. Prepare, coordinate and distribute vacancy announcements.
9. Responsible for maintaining media/advertising budget.
10. Prepare, coordinate and distribute advertisements to media outlets as appropriate.
11. Respond to inquiries regarding vacancies, assist applicants in preparing application, counsel applicants concerning technical and special requirements, instruct applicants on issues concerning application and interview procedures, arrange for and coordinate interviews with search committee chairperson, and establish and maintain applicant files.
12. Process and track documentation for employee 90 Day Observation
13. Coordinates all recruitment and hiring activities with the search committees and committee chairperson.

Revised 07/07/15

Revised 06/10/15

Revised 6/9/14

Revised 6/11/13

Revised 3/22/11

Revised 3/16/11

Revised 7/20/10

Revised 12/15/03

Revised 08/31/2005

ESSENTIAL JOB FUNCTIONS: (continued)

14. Verify previous employment and background checks of new hires (according to policy).
15. Monitor and assure through policy that employment actions, salaries, documents and file maintenance are within audit compliance. Enforce INS & IRS requirements.
16. Assist in interviewing and selecting employees.
17. Process the annual employee Grant Notifications and follow-up regarding Grant terminations.
18. Coordinate special projects as needed.
19. Answer correspondence and inquiries.
20. Assisting and coordinating with the college Volunteer Program to include tracking volunteer hours.
21. Other duties 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 accommodation 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 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.)

Revised 07/07/15

Revised 06/10/15

Revised 6/9/14

Revised 6/11/13

Revised 3/22/11

Revised 3/16/11

Revised 7/20/10

Revised 12/15/03

Revised 08/31/2005

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

SUPERVISOR OF POSITION: Director Human Resources

Revised 07/07/15  
Revised 06/10/15  
Revised 6/9/14  
Revised 6/11/13  
Revised 3/22/11  
Revised 3/16/11  
Revised 7/20/10  
Revised 12/15/03  
Revised 08/31/2005