State College of Florida, Manatee-Sarasota
Job Description

Job Title: Assistant Director, Human Resources
Reports to: Executive Director, Human Resources
FLSA Status: Exempt
Level: 215
Position Class:

Job Summary:
This position assists the Executive Director, Human Resources in the planning and management of the comprehensive Human Resource Department. The employee has specific responsibility for the risk management function as it applies to workers’ compensation and health insurance, including associated loss prevention and wellness programs for the College employees. Acts as the ADA Section 504 coordinator for the College.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides technical and administrative managerial support to the Executive Director, Human Resources in the day-to-day operation of the Human Resources Office.

2. Assists in the development and administration of College personnel related rules and procedures; coordinates approval process and dissemination of same, including education of employees for compliance. Assures maintenance of up-to-date rules and procedure manuals for the Department.

3. Manages the development and maintenance of up-to-date departmental business process manuals.

4. Responds to salary surveys and market analysis, as requested and provides reports and recommendations to the Executive Director, Human Resources of status of College’s pay practices.

5. Provides leadership and oversight for the employment/benefits function team. Interviews applicants, handles employee relations and grievance investigations, and benefits information as back-up to the employment and benefits staff.

6. Assists with the development and oversight of College wide training and development programs.
7. Provides risk management services as it relates to the workers’ compensation and benefits insurance products. Coordinates with the Director of Business Services to assure public safety education, compliance and related risk management tasks for workers’ compensation and benefits are completed.

8. Maintains historical information regarding exposures and claims for workers’ compensation & health insurance, and provides periodic reports to the Executive Director, Human Resources.

9. Provides consultation and technical advice on workers’ compensation and health benefit experience to Executive Director, Human Resources and Finance as appropriate.

10. Chairs the Loss Prevention Committee. Coordinates the training and development of safety awareness as relates to workers’ compensation issues for employees. Provides general oversight of employee wellness programs and reports potential risks to Executive Director, Human Resources, and/or other appropriate managers.

11. Analyzes loss data for workers’ compensation and health insurance data to identify trends and uses information to recommend loss prevention activities and training.

12. Provides coordination of ADA Section 503 & 504 compliance activities, assuring all responsible parties are supporting the College-wide plan.

13. Keeps abreast of benefits and compensation trends and recommends changes to the Executive Director to maintain State College of Florida, Manatee-Sarasota’s competitive position.

14. Supervises, coaches and evaluates benefits and employment/employee relations function staff.

15. Develops and completes reports and provides analysis as requested by the Executive Director, Human Resources and/or Vice President of Business and Administrative services.

16. Assumes leadership of the Human Resources Department in the absence of the Executive Director.

17. Provides managerial oversight of the development and maintenance of the Human Resources website and other web-based software to meet HR objectives and assure compliance with College web-based policies and procedures.

18. PHI Level: Full access to PHI

19. Performs other duties as delegated by the Executive Director, Human Resources.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s Degree in Human Resources, Organizational Development, Business or related field, Masters’ Degree preferred. At least five years’ experience, with at least three at the administrative/managerial level. Generalist experience in human resources and experience with management of workers’ compensation/benefits analysis required.
• **Supervisory Experience:**
  At least 3 years supervisory experience with hiring, firing, and evaluation responsibilities.

• **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

• **Computer Skills:**
  Intermediate level word processing, presentation and report writing software. Advanced level spreadsheet software. Experience working with HRIS systems. Work proficiently with College database, e-mail Internet and web development software, within 1 month of hire.

• **Certificates and Licenses:**
  PHR/SPHR certification preferred. Ability to acquire within 2 years of hire required.

**Responsibility for People and Property:**
  Supervision of HR staff as delegated.

**Responsibility for Communication:**
• **Internal Contacts:**
  This position has routine contact with all levels of State College of Florida, Manatee-Sarasota employees.

• **External Contacts:**
  This position has routine contact with potential employees, other colleges and universities, and community agencies; occasional contact with state agencies and the College attorney.

**Work Environment:**
  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  The noise level in the work environment is moderate.
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.

While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, and talk or hear. The employee is occasionally required to reach with hands and arms, lift up to 10 pounds, stand, walk, and taste or smell. Specific vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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