State College of Florida, Manatee-Sarasota
Job Description

Job Title: Executive Director, Human Resources
Reports to: Vice President, Business and Administrative Services
FLSA Status: Exempt
Level: 219
Position Class:

Job Summary:
This position is responsible for planning, directing, and providing oversight of the administration of all aspects of the College wide Human Resources function. Provides strategic input to management regarding staffing, compensation, benefits, professional development, and the diversity initiatives of the College. Serves as resource and counselor to managers and senior administration.

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. Directs, develops, plans budgets and supervises the activities of College human resources functions to meet College strategic and annual goals, including recruitment, employee benefits, compensation, and professional development.

2. Develops and implements annual goals in support of College goals.

3. Analyzes and reports to senior management on all issues affecting employment, including, but not limited to, turnover, benefits utilization, professional development, market competitiveness, etc.

4. Oversees the maintenance of computerized and hard copy files for all employees and job applicants in accordance with Federal, State Statutes and local regulations, College Rules, and SACS guidelines.

5. Participates in on-going professional development to keep abreast of current regulatory and management employment and benefit trends.

6. Reviews job descriptions and ensures updates as necessary. Recommends position classifications on new positions and reclassifications of current positions from information provided by departmental supervisors or their designated representative and the employment coordinator, and in accordance with the College job evaluation program.
7. Provides regular consultation to President’s Executive Council and President’s Management Team on human resources issues and serves as a member of various College and community committees regarding employment, benefits, participation in grant contracts, and personnel budgeting issues.

8. Conducts wage and salary surveys to obtain comparable data on compensation practices of other organizations; and maintains market competitive position of State College of Florida, Manatee-Sarasota staff.

9. Prepares salary schedules and develops College-wide compensation and benefits budgets annually.

10. Develops College wide Human Resources rules and procedures and provides explanation as necessary.

11. Keeps current on Federal and State Statutes, Board of Education regulations, Attorney General and counsel opinions concerning College employees and disseminates same to College officials on a need-to-know basis.

12. Provides oversight of Equity initiatives to provide diverse faculty and staff.

13. Researches, recommends for implementation, and administers Benefits Program including medical, life, disability insurance, retirement, worker’s compensation and unemployment, and other benefits to meet the needs of employees and market competition.

14. Develops professional development programs for management and career staff. Oversees orientation of all new employees.

15. Prepares and presents recommendations to the District Board of Trustees regarding policies, rules, and programs related to the Human Resources function.

16. Develops and oversees maintenance of human resource function of College Database.

17. Supervises, evaluates, and coaches the Human Resources staff.

18. HIPAA Compliance Officer

19. PHI Level: Full access to PHI

20. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**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:**
  Master’s degree in related field from an accredited university and seven or more years’ related management level experience and/or training; or equivalent combination of education and experience.
• **Supervisory Experience:**
More than five years of direct supervisory experience, including formal training in supervision, is required for this position.

• **Language Ability:**
Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

• **Math Ability:**
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

• **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, etc.

• **Computer Skills:**
Intermediate knowledge of College database – HR module, word processing, spreadsheet, and presentation software. Basic knowledge of report writing software, email, and Internet software.

• **Certificates and Licenses:**
SPHR required. Must have ability to acquire within one year of hire.

**Responsibility for People and Property:**
This position is responsible for the supervision of 8 HR staff.

Responsible for the Human Resources department budget and the compensation and benefits budget of all College personnel totaling more than $27 million.

**Responsibility for Communication:**

• **Internal Contacts:**
This position has routine contact with all levels of State College of Florida, Manatee-Sarasota staff and serves as ad hoc member of President’s Executive Council.

• **External Contacts:**
This position has frequent contact with the State College of Florida, Manatee-Sarasota Board of Trustees and community leaders. This position has routine contact with College attorneys, vendors of benefits and training programs and occasional contact with other attorneys and the media.

**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 frequently required to lift and/or move up to 10 pounds. The employee is occasionally required to stand, walk, reach with hands and arms, and lift and/or move up to 25 pounds. Vision requirements for this position 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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