State College of Florida, Manatee-Sarasota
Job Description

Job Title: Manager, Employment/Equity
Reports to: Director, Human Resources
FLSA Status: Exempt
Level: 214
Position Class:

Job Summary:
This position is responsible for the oversight, coordination and implementation of all recruitment, employee relations, and equity for the College. This position serves as the College Equity Officer and ADA Coordinator.

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. Coordinates the College’s employment functions including, but not limited to, advertisement, recruitment, selection, promotion, reemployment and management of temporary employment.

2. Conducts human resources interviews as requested by managers to assure that all applicants receive equal employment opportunity, and meet minimal requirements and employability criteria. Works closely with search committees to assure that appointment process supports diversity guidelines and State College of Florida, Manatee-Sarasota policies.

3. Manages the College on-line recruitment process, assisting managers, employees and applicants as needed. Provides on-going training in the use of the software. Trouble shoots and reports problems to the Director.

4. Assures compliance with all College fingerprinting and background check report requirements. Maintains accurate data and provides timely routine reports to supervisors and management as required.

5. Assists in planning and writing procedures to meet the needs of the College to recruit, develop, and retain its workforce.

6. Coordinates and administers the equal opportunity program, ensuring compliance with State and Federal statutes and regulations applicable to personnel practices, employee training and orientation, employee relations, and other human resources activities. Serves as Equity Officer.
and resource person to the President, administrators, official College committees, and others regarding employee issues, laws, and regulations relevant to equity.

7. Serves as the College’s primary EA/EO contact with governmental agencies. Attends and participates in conferences to keep abreast of legislative changes, policies, directives and compliance issues from State and Federal levels. Completes annual equity report.

8. Investigates harassment complaints and employee grievances and handles employee relations issues in coordination with the Assistant Director and or Director of Human Resources.

9. Serves as ADA Coordinator and ensures College compliance for employment accommodations where necessary.

10. Provides the College Community with technical assistance regarding the College’s policies, procedures and practices related to institutional equity, nondiscrimination, equal employment opportunity, and employment diversity.

11. Serves as Committee Chair in respective areas of Equity and Diversity and serves on various committees throughout the College as requested.

12. Serves as a consultant to faculty and managers in the areas of discipline and employee relations issues, assuring that State College of Florida, Manatee-Sarasota policies and legal requirements are met.

13. Provides Sexual Harassment and Nondiscrimination Prevention Training, FERPA and other mandated employee training to all College employees. Monitors compliance and updates in accordance with College and department policy.

14. Participates in salary surveys as directed to keep abreast with market compensation trends.

15. Provides timely employment/recruitment analytics and routine reports in areas of responsibility.

16. PHI Level: No access to PHI unless specifically authorized by the Director, Human Resources or designee.

17. Supervises, evaluates, and coaches employment support staff, student assistants and volunteers as appropriate.

18. Performs other duties as assigned.

**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, business, or related field and three or more years’ experience in employment recruitment. Additional experience in other human resources functions and higher education preferred.
• **Supervisory Experience:**
  Two or more years of direct supervisory experience, including responsibility for hiring, firing, performance management, training, and coaching is required.

• **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 knowledge of word processing, spreadsheet, presentation, email, Internet and database software.

• **Certificates and Licenses:**
  PHR or SPHR preferred.

**Responsibility for People and Property:**
This position is responsible for the supervision of one or more employees.

Responsible for the development and oversight of the Equity budget. Responsible for the oversight and management of the College temporary budget.

**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 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. **Service Excellence:** ALL State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   **RESPONSIVE**
   - Approach people in an inviting and pleasing manner
   - Take ownership of actions and decisions
   - Plan, anticipate, and be forward thinking
   - Answer and return phone calls and emails
   - Use proper communication etiquette
   - Banish the phrase “not my job”
   - Provide assistance to all inquiries and follow through

   **ACCURATE**
   - Do it right the first time
   - Be knowledgeable of product and how it interfaces with others
   - Ask probing questions
   - Use resources effectively and efficiently

   **COLLABORATIVE**
   - Participate in teams
   - Develop team skill sets
   - Learn available resources to be responsive to your constituent
   - Develop internal and/or external connections
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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