# State College of Florida, Manatee-Sarasota  
## Job Description

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

## Job Summary:

This position performs functions in recruitment, employee relations, and equal employment opportunities. This individual serves as a consultant in the areas of: employment, performance management, and equity.

**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, and reemployment under the direction of the Assistant Director of Human Resources.

2. Conducts human resources interviews for Career Employees to assure that all applicants receive equal employment opportunity, and meet minimal requirements and employability criteria. Charges search committees and assures 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. Troubleshoots and reports problems to the Assistant 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 the Assistant Director of Human Resources 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, insuring 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 a resource person to the President, administrators, official College committees, and others regarding employee issues, laws, and regulations relevant to equity and affirmative action.
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.

8. Completes annual equity report.

9. Investigates harassment complaints and employee grievances and handles employee relations issues in coordination with the Assistant Director and or Executive Director, Human Resources.

10. Serves as ADA Coordinator to ensure College compliance for employment accommodations where necessary.

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

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 Prevention Training, FERPA and other mandated employee training to all College employees. Monitors compliance and assures 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 routine reports in areas of responsibility.

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

17. Supervises, evaluates, and coaches employment support staff.

**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:**
  One to two 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.

**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. 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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