State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist II, Human Resources
Reports to: Coordinator, HRIS
FLSA Status: Non-Exempt
Level: 115
Position Class: C9927

Job Summary:
Performs advanced level, specialized Human Resource functions within the Office of Human Resources under the supervision of the Coordinator, HRIS.

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 this job.

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

1. Assists with entering and maintaining updated computerized records for all employees, including processing of all Payroll Authorizations within very restrictive time frames.
2. Answers all verbal and written reference and unemployment requests.
3. Responds to routine questions from all levels of staff regarding State College of Florida, Manatee-Sarasota Personnel Rules and procedures.
4. Enters contract records for part time employees.
5. Provides back up to assist with processing time records for career employees and leave requests for all eligible staff and maintain updated database records.
6. Assists with preparation and dissemination of annual contracts.
7. Completes monthly Board reports.
8. Completes projects and other technical assignments as delegated by the HRIS Coordinator.
9. Provides clerical support to HRIS Coordinator.
11. Provides back up to assist with new employees processing.
12. PHI Level: No access to PHI unless specifically authorized by the Executive Director, Human Resources or designee.

13. 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:**
  Associates degree or equivalent from two-year college or technical school and three years related experience and/or training; or equivalent combination of education and experience. Accounting and/or payroll experience preferred.

- **Supervisory Experience:**
  This job has no supervisory 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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have intermediate knowledge of word processing and database software, intermediate knowledge of spreadsheets, email, and Internet software. Knowledge of or ability to learn quickly in current College database and other required software.

- **Certificates and Licenses:**
  No certifications needed. Notary license beneficial.
Responsibility for People and Property:
This job requires no responsibility for property or people.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with college staff, administrators and faculty.

- **External Contacts:**
  This position has frequent contact with financial institutions, other employers, general public, job applicants and seekers, other businesses and schools, and previous employees with highly confidential information.

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 usually 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 regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and 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. Knowledge of the college’s mission, purpose, 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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<tr>
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