

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DIRECTOR OF TALENT ACQUISITION

FLSA STATUS: EXEMPT – PAY GRADE: 26 - A

JOB FAMILY: HUMAN RESOURCES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Director of Talent Acquisition provides leadership for and management of all talent acquisition and compensation activities for the College. This position partners with senior management and develops and implements an enterprise-wide comprehensive staffing strategy and corresponding programs to enable the organization to achieve its business objectives. This position leads a proactive recruiting organization to ensure that world class talent is attracted, recruited, and retained by the organization. The Director provides leadership and responsibility for all compensation plans, including oversight and monitoring of the College's compensation programs. Maintains and recommends strategies for compensation, monitors internal equity salary structures, balances staffing needs with cost controls, and ensures that policies and procedures are compliant with Florida Statutes and programs are in alignment with the College's overall strategic objectives, position utilization control, and oversight for all faculty pay in accordance to the Collective Bargaining Agreement. Ensures that faculty credentialing standard, practices, and hiring decisions are compliant with Southern Association of Colleges and Schools Commission on Colleges published guidelines.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Initiates, implements, and manages employment activities, recruiting processes, and advertising strategies; ensures accurate and timely posting of vacancies; and ensures that policies and services are aligned with the core values, mission and goals of the organization.

Leads and directs staff in the hiring/onboarding of candidates to assure that all candidates meet the published minimum qualifications and complete all required pre-employment screenings/requirements. Duties include the coordinating of a physical examination, scheduling criminal background checks, obtaining a motor vehicle records check, and/or verification of a license/certificate/degree for new hires, promotions, and/or transferring full-time or part-time employees.

Manages NEOGOV Onboarding, PeopleSoft HCM Recruitment/Talent Acquisition, and Xitracs Credentialing Systems. Tests/Initiates changes and oversees updates due to software updates/enhancements. Submits helpdesk tickets when system issues occur and works with the vendor to correct the issue.

Interprets College policies and procedures regarding employment and provides information and guidance to hiring managers and search committees explaining the position approval, recruitment, selection, veteran's preference, employment laws and hiring process to include troubleshooting system issues/problems.

Researches, reviews and provides hiring data/documentation in compliance with the Office of Federal Contract Compliance Programs (OFCCP), Southern Association of Colleges and Schools (SACS), EEO matters and public records requests.

Directs and reviews faculty credentials to ensure that all certification requirements are met; authorizes the issuance of these certificates.

Determines, reviews, recommends, and communicates appropriate salary placement for employee advancement, above base salary placement for Faculty, and appropriate salary range or salary placement for new hires, pursuant to FSCJ policy, guidelines, and/or Collective Bargaining Agreement.

Performs analysis of internal job groups to determine proper pay grade placement and impact on other positions within the College.

Provides leadership in the research, development, implementation, and evaluation of the College's Pay Plan.

Provides leadership in reviewing reclassifications, formal market surveys, salary adjustments and new/revised job description requests.

Performs other duties as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree in personnel/human resources management, business administration or a related field from an accredited institution supplemented by five (5) years of progressive experience in human resources and three (3) years of supervisory experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop or hand tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to communicate effectively with co-workers, staff, students and the public.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 4/11; revised 10/12, 7/13, 7/14, 2020, 8/16/22