

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**ASSISTANT DIRECTOR, EMPLOYEE RELATIONS & ENGAGEMENT**

**FLSA STATUS: EXEMPT – PAY GRADE P-24**

**JOB FAMILY: HUMAN RESOURCES    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Assistant Director, Employee Relations & Engagement, under the direction of the Chief Officer Organizational Culture and Engagement, leads and oversees the development and execution of employee relations and engagement programs and fosters the college's culture ensuring all initiatives/activities are promoted and delivered.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

**Employee Engagement**

Develops strategies and manages programs to improve and foster employee engagement, including but not limited to, recruitment, onboarding, retention, recognition, learning and development, diversity, wellness, and other activities aimed at creating a positive workplace environment.

Drives employee engagement by developing innovative programming on multiple platforms including organizational analysis and change programming, onboarding initiatives, career development planning, management training, employee wellness, and mentoring programs.

Oversees the policies, procedures, and programs of the college related to employee morale and satisfaction.

Works directly with leadership and human resources on establishing strategic tools for the college's growth, productivity, and ability to attract and retain valuable employees.

Develops, executes, and evaluates internal employee engagement communication plan to ensure the vision, values, initiatives, and organizational information are communicated regularly and effectively.

**Employee Relations**

Oversees labor relations and human resource inquiries related to policies, procedures, and bargaining agreements.

Communicates with employees regarding employee relations concerns; provides guidance and recommendations for resolution of issues.

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Provides leadership, guidance, and assistance to managers and supervisors in understanding and implementing college policies related to performance, discipline, and related employee relations topics.

Counsels supervisors and management on concerns related to applicable Equal Employment Opportunity laws including Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and other similar federal and state laws.

Represents organization in contract negotiations, meetings, and negotiations with employee and labor organizations.

Provides excellent customer service to all employees to support a Collegewide student-centered culture.

Performs other duties as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Chief Officer Organizational Culture and Engagement.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution and five (5) years of related experience. Three (3) years of supervisory experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's or higher degree in human resource management, public or business administration, labor relations, sociology, psychology, or related field and five (5) years of related experience in human resources, including public sector labor relations, contract negotiations, administration of union contracts, policies, and employment law.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**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 accurately in operating modern office equipment and machinery.

**Manual Dexterity:** 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 receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, 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).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 6/6/23