

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION**

CHIEF HUMAN RESOURCE OFFICER

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

The Chief Human Resource Officer directs the College's human resources program that includes recruitment, selection, job and performance appraisal, salary and classification studies, records management, benefits, and department level planning. The Chief Human Resource Officer serves as the College's negotiations manager for all collective bargaining activities. This position is responsible for developing standards, policies, and procedures relating to all human resources operations of the College, and ensures operations efficiency and cost effective resource utilization in all functions under charge

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Formulate, recommend, evaluate and administer Board Rules and administrative policies and procedures as required to maintain efficient and effective Human Resources management that is in compliance with State Board of Education Rules, Florida Statutes and applicable Federal regulations.

With a full commitment to the College's Equal Access/Equal Opportunity and Affirmative Action program, leads the recruitment, screening, selection and advancement and retention of personnel in accordance with established policies and procedures.

Manage the College's activities related to faculty collective bargaining and provides development activities in contract administration for designated administrative and professional personnel.

Work in partnership with the College's General Counsel and Risk Manager to ensure that complaints and grievances are resolved in accordance with applicable laws, statutes, regulations and Board Rules and APM's.

Design and recommend organizational structures, personnel staffing patterns, and work responsibilities for effective performance; perform such in accordance with college rules, policies, procedures, and State and Federal laws.

Provide leadership and oversight management and implementation of the College's compensation and employee benefits including wellness and wealth building initiatives.

Communicate and interpret information concerning college matters and supportive policies and procedures within areas of responsibility.

Direct, monitor, and evaluate programs and services in the areas of assigned responsibility.

Develop and implement college system personnel long and short-term goals and plans consistent with mission and goals of the college.

Establish and maintain effective planning processes, and management and reporting systems for areas under charge; ensures cohesion and cooperation with existing college systems and processes.

Direct recruitment, selection, supervision, evaluation and advancement of personnel under charge for efficient and effective accomplishment of goals and objectives and recommends their employment, assignment, reassignment and termination; ensure compliance with State, Federal, and college regulations concerning employment practices.

Facilitate training and development of all staff through active support measures.

Evaluate and monitor areas under charge for production quality, cost effectiveness in resource allocation, and efficiency in operations

Lead the development and implementation of performance management and appraisal processes for all employee groups.

Establish and maintain a departmental planning process that supports and interfaces with the institutional planning process.

Support the SACSOC accreditation process

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Vice President, Business Services

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution and 5 years of related experience.

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: 03/03

Revised: 5/07; 2/13; 6/14