

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

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 talent acquisition, benefits, compensation and classification, employee and labor relations, Human Resource Information System (HRIS), records management, performance management, training, and organizational development, and department level planning. The Chief Human Resource Officer serves as the College's negotiations manager for all collective bargaining activities. This position develops 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

Formulates, recommends, evaluates, administers, and interprets Board Rules and administrative policies and procedures required to maintain efficient and effective Human Resources management in compliance with State Board of Education Rules, Florida Statutes, and applicable Federal regulations.

Leads and commits to the College's Equal Access/Equal Opportunity policy and Affirmative Action program, leads recruitment and retention strategies to promote a diverse and inclusive workforce and culture.

Oversees, directs, and supervises assigned staff; provides mentorship and leadership; conducts performance evaluations; ensures that employees follow policies and procedures; approves leave requests and timesheets; and makes hiring, termination, and disciplinary recommendations. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Establishes and models an effective HR communication strategy to promote confidence and transparency among employees.

Fosters strong relationships with administrators, faculty, and staff to ensure HR services are of high quality, equitable, effective, and efficient.

Provides vision and leadership to develop and deliver legally sound and effective human resource management programs, policies, and practices that are transparent, accountable, and service-oriented for all employees.

Manages the College's activities related to faculty collective bargaining and provides development activities in contract administration for designated administrative and professional personnel. Serves as the College's negotiation manager for collective bargaining activities.

Develops, administers, and monitors budgets related to human resource activities.

Designs and recommends organizational structures, staffing patterns, and work responsibilities for effective performance.

Envisions, creates, and implements a strategic plan for HR including development of measures and metrics that align with the institutional strategic plan by identifying current and future needs of the College.

Provides oversight of all Human Resources programs and processes to support all employees and further student focused provision of education and services.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Vice President, Administration and Finance.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree in Human Resource Management, Business Management, or a related field, from a regionally accredited institution and five (5) years of progressively responsible experience in public higher education.

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).

Job Code: 3405

Effective: 03/03

Revised: 5/07; 2/13; 6/14; 8/4/26