

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

CHIEF OFFICER, ORGANIZATIONAL CULTURE & ENGAGEMENT

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

Under the direction of the College President, the Chief Officer, Organizational Culture & Engagement (COOCE) leads the development and implementation of organizational culture and engagement initiatives in support of the College's strategic goals to create a learning and working environment where all have an opportunity to succeed. The COOCE reports to the President on OCE efforts and serves as a member of the President's Cabinet. The COOCE champions the importance and value of an engaged and inclusive culture and leads the development of a vision and effective strategy that aligns with the organization's mission, vision, values and strategic goals. The COOCE actively engages students, faculty, and staff to promote a positive and engaging culture that supports their success. The COOCE will collaborate with College stakeholders to assess potential barriers and develop strategies to recruit and retain an inclusive and engaged workforce. The COOCE will also collaborate with College stakeholders to assess the need for, and recommend training initiatives on, cultural competency, gender differences, disability, sexual harassment, and other topics designed to increase awareness and support of engagement and organizational values, and maintaining compliance with applicable laws.

This role advises leadership, counsels employees, and provides effective employee relations solutions. This role serves as a strategic, objective partner working collaboratively to address employee relations activities including policy interpretation, performance management, and other employee relations matters.

The primary areas of accountability include compliance, advocacy, and education. This position serves as advisor and resource person for management and staff in the areas of organizational culture, engagement, and inclusion, and will oversee the concerns across the College that pertains to discrimination or harassment. Serves as a point person to outside agencies in the areas of Equal Employment Opportunities and Affirmative Action.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plans, guides, and advises President and Cabinet on organizational culture, engagement, and inclusion matters. Collaborates with College stakeholders to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.

Leads the College in implementing strategic initiatives. Partners with campus leaders, faculty, students, staff, and internal and external constituencies to ensure programing supports the College's values and strategic goals.

Provides strategic direction for programs and training initiatives on cultural competency and building a climate of engagement and inclusion to foster and increase awareness and support of engagement and inclusion values, and maintain compliance with applicable laws in collaboration with College stakeholders.

Creates, promotes, and directs special programs to increase and support strategic engagement and inclusion initiatives to expand the College's commitment to a climate of engagement and inclusion in alignment with the College's mission, vision, values and strategic plan through interaction with employees, students, and the community.

Provides leadership, guidance, and support on policy interpretation and other employee and labor relations matters.

Represents the College to external community, organizations, and agencies. Collaborates with external and internal constituency groups to promote and advance engagement and inclusion.

Serves as a liaison between the College and enforcement agencies.

Ensures EEO investigatory process, notification, reporting, and documentation complies with Federal regulations and statutes.

Provides analysis of legislation and regulations related to engagement and inclusion and makes recommendations to leadership on College policy and practice.

Serves on college-wide, community, and state committees to expand College outreach activities and community awareness of College programs and services.

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the College President

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Master's degree in human resources management, business administration or J.D. from an accredited institution preferred. Ten (10) years related experience with a minimum of five (5) years supervisory experience. Five (5) years of work in the area of engagement and inclusion to include EEO compliance.

**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; 9/21; 2/1/23; 7/5/23