

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Employee/Labor Relations Officer

BOT Date: March 2, 2005

Level: E

FLSA Status: Exempt

Class Code: E0504

Adm. Rev:

GENERAL DESCRIPTION

Responsible for the College's employee and labor relations programs to include providing guidance and serving as a resource to managers on union and personnel issues. Manages, coordinates and implements the position classification process and the College-wide Workers' Compensation program.

KEY RESPONSIBILITIES

% OF
TIME

1.	Provides contract compliance and policy guidance to managers, supervisors, and employee in labor and employee relations matters.	10%
2.*	Manages the College's disciplinary process, monitors performance appraisals for improvement needed, and counsels employees and supervisors on rights and responsibilities.	10%
3.*	Hears complaints and concerns and provides feedback and counseling for corrective action and problem solving in order to maintain favorable and effective working relationships. Investigates complaints and makes recommendations incidental to sound management practice, uniform personnel administration, and compliance with negotiated bargaining agreements.	10%
4.*	Participates in bargaining sessions with the College's unions and labor-management meetings. Serves as primary contact for resolution of labor issues, grievances, and contract administration.	10%
5.	Manages the College's classification system to include the coordination and supervision for classifying positions, and the development of class specifications, and associated position descriptions.	10%
6.*	Manages and coordinates the College-wide Workers' Compensation program to include supervising claims management, and serving as a liaison with the Florida Risk Management Consortium, the College's carrier, and attorneys in resolving claims.	30%
7.*	Responsible for administration and responses to Unemployment Compensation claims, to include serving as the College's liaison in the appeals process and associated hearings.	10%
8.	Serves as the Director in the absence of the Human Resources Director.	5%
9.	Oversees the accommodation process for employees requesting reasonable accommodation under the Americans with Disabilities Act.	5%
10.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	Five years of related experience.	
<i>Planning:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures. The level of planning activities affects the campus.	
<i>Impact of Budget:</i>	Strong but not controlling voice in decisions on the budget. Can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions that may affect operations, services, or individuals of a campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytic ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing administrative procedures and modifying them for unusual situations.	
<i>Communications with Others:</i>	Requires regular internal contacts with persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Regular external contacts may be required explain specialized matters.	
<i>Supervision of</i>	Responsible for making recommendations within a department in the areas of others: compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Nature of work supervised requires training and experience, a thorough knowledge of departmental activities, and an understanding of an appreciation for work conducted in other departments of HCC.	
<i>Job-Related Knowledge:</i>	Professional theory and practice applied at the advanced level of a seasoned Requires extensive knowledge of professional discipline and working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/ Creativity:</i>	Requires using original and creative thinking to develop new, moderately complex results. The results may impact several work groups, a large project, or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Responsibilities are typically carried out in an office, sitting at a desk or table. Intermittent sitting, standing, and stooping describe the physical demands of the job.	