

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Executive Director of Human Resources		<i>BOT Date:</i> Sept 5, 1996	
<i>Level:</i> ADM05	<i>FLSA:</i> Exempt	<i>Class Code:</i> A0504	<i>Adm. Rev:</i> Sept 19, 2005

GENERAL DESCRIPTION

Plans, organizes, coordinates and administers comprehensive college-wide programs for human resources. Responsible for employee and labor relations for all classifications of employees. Directs and supervises the Office of Human Resources to include: the Human Resources Information System, employee benefits administration, employee and labor relations, classification, employee records and pay, employment, Workers' Compensation, unemployment compensation, and employee training. Monitors and updates College policies and procedures to assure compliance with applicable state and federal laws.

KEY RESPONSIBILITIES		% OF TIME
1.*	Provides leadership and develops assigned professional and non-professional staff.	20%
2.*	Serves on the President's Cabinet and the Leadership Team; presents ideas and recommendations.	15%
3.*	Serves on the union negotiating team for both the faculty and non-faculty unions. Addresses and assists in resolving labor issues among the parties. Ensures contract compliance.	15%
4.*	Ensures a healthy employee culture by providing guidance on best practices in employee relations; ensures adherence to due process in the disciplinary procedure.	10%
5.*	Monitors human resources, policies and procedures to ensure compliance with state and federal laws. Coordinates employee complaints of discrimination and disability-related issues with the Office of Institutional Equity.	15%
6.*	Coordinates Human Resource Board of Trustees agenda items.	5%
7.*	Plans, organizes, and coordinates the Human Resource Programs for the College system. Ensures that rules and procedures are current.	5%
8.	Coordinates the performance appraisal program for employees college-wide.	5%
9.	Develops and coordinates the College salary schedule. Ensures internal pay equity and monitors external market for appropriate adjustments.	5%
10.	Manages the college-wide sick leave pool and donated sick leave program.	5%
11.	Performs other similar and related duties as requested.	

* Indicates an "essential" job function.

Position Title: Exec Dir, Human Resources	Class Code: A0504	Position Level: ADM05
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Master's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	One to Three Years: Formal plans that exceed one year, but not three years beyond normal operational planning.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Delegating/Directing: Have full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue generating activity.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Highly Complex: Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.	
<i>Internal Contacts:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results of those departments.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or schools/centers of HCC.	
<i>Job-Related Knowledge:</i>	Multiple Professional Skills: Requires extensive knowledge in several professional disciplines and is able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of the College. May act in a consultative capacity using broadly recognized expertise.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several schools.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	