

# HILLSBOROUGH COMMUNITY COLLEGE

## JOB DESCRIPTION

<i>Class Title:</i> HR Supervisor			<i>Date:</i> Aug 9, 2000
<i>Level:</i> H	<i>FLSA Status:</i> Nonexempt	<i>Class Code:</i> N0806	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Supervises numerous, day-to-day HR activities and projects on a sub-professional level. Coordinates on-going tasks such as document processing, pay calculations, data entry, and data extraction.

KEY RESPONSIBILITIES		% OF TIME
1.*	Schedules, monitors, and assists in term related pay matters.	40%
2.*	Schedules, monitors, and assists in completion of various projects such as tenure consideration, hard copy contracts, College catalog listings, sabbatical requests.	20%
3.*	Monitors and evaluates the performance of assigned HR personnel.	10%
4.*	Trains assigned HR personnel on College, department, and branch policies/procedures.	10%
5.	Reviews and quality controls Colleague database for academic credentials.	5%
6.	Monitors and assists in service rendered to walkin and telephone customers.	5%
7.	Conducts research via hard copy record screening and data retrieval from HRIS.	5%
8.	Performs other related duties as assigned.	5%

\* Indicates an "essential" job function.

<i>Class Title:</i> HR Supervisor	<i>Class Code:</i> N0806	<i>Level:</i> H
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Associate's Degree or Two-year College equivalent required.	
<i>Experience:</i>	Five to seven years of prior work related experience required.	
<i>Planning Scope:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	Unit or small group.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	Provides incidental services indirectly related to the use of misuse of expense or revenues (i.e., data entry, record keeping, minor equipment maintenance).	
<i>Impact on Revenue Generating:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	There is moderate responsibility for making recommendations or decisions which typically affect department, but may at times, affect operations, services, individuals, or activities 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. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Requires regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion.	
<i>External Contacts:</i>	Requires regular external contacts to carry out programs and to explain non-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 orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.	
<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 an appreciation for work conducted in other departments or school/centers of HCC.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<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.	