

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Asst to the President for Equity and Special Programs

*Approval Date:* June 25, 2009

*Level:* 6

*FLSA Status:* Exempt

*Class Code:* A0610

*Approved by:* College President

### GENERAL DESCRIPTION

Provides effective programs for all College divisions to maintain an equitable distribution of all faculty, staff and students at the College. Maintains College status on the performance of progress toward goals and prepares reports for and serves as liaison with outside agencies. Investigates and resolves complaints of discrimination, and provides training programs for prevention of discrimination.

### KEY RESPONSIBILITIES

### % OF TIME

|     |   |     |
|-----|---|-----|
| 1.* | Recommends equity programs to create and maintain an equitable distribution of all faculty, staff and students.   | 20% |
| 2.* | Develop, direct and participates with College staff to investigate and resolve complaints of discrimination. Performs dispute resolution.                                       | 20% |
| 3.* | Provides leadership in training College employees and in presenting lectures to local, state and national groups regarding leadership, equity and prevention of discrimination. | 10% |
| 4.* | Recommends and modifies policies and procedures to ensure equity at all levels and the eradication of discrimination.   | 10% |
| 5.* | Directs the preparation of the College Equity Plans and setting goals. Prepares reports to state, local, national and College agencies.   | 10% |
| 6.* | Provides analysis and key issue identification to the College President for the development of creative and constructive solutions.   | 10% |
| 7.  | Attends and reports on Division of Florida Colleges (Department of Education) meetings. Directs special projects and creates special programs.                                  | 10% |
| 8.  | Serves on college-wide, community and state committees to expand college outreach activities and community awareness of college programs and services.                          | 10% |
| 9.  | Performs other similar and related duties as assigned.  |     |

\* Indicates an "essential" job function.

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| <i>Class Title:</i> Asst to the Pres for Equity & Special Programs | <i>Class Code:</i> A0610  | <i>Level:</i> 6 |
| <b>KEY JOB REQUIREMENTS</b>  |   |                 |
| <i>Formal Education:</i>   | Bachelor's Degree required; Masters preferred.  |                 |
| <i>Work Experience:</i>  | 5 to 7 years.   |                 |
| <i>Planning Scope:</i>   | Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.  |                 |
| <i>Planning Level:</i>   | The primary scope of planning activities in this position affects the campus.   |                 |
| <i>Impact on Budgets:</i>  | Recommending/Contributory: Have a 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 on Grant Funds:</i>                                      | Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.   |                 |
| <i>Impact on Revenue Generating:</i>                               | Incidental/Indirect: Provide 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>  | 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>   | Analytic: 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. Analytical ability and inductive thinking are required.  |                 |
| <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 contacts with external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.   |                 |
| <i>Level of Supervisory Responsibility:</i>                        | Responsible for making recommendations within a department in the areas of 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. |                 |
| <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>                                      | Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.                             |                 |
| <i>Innovation/Creativity:</i>                                      | Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.   |                 |
| <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.   |                 |
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