



Job Title: HR Associate Director

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 116
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position directs, plans, supervises and implements the daily functions of an assigned area within Human Resources (HR) including planning, directing, budgeting, and compliance for Employee Relations, Benefits, Training and Development, Payroll, HRIS, and/or Recruitment. Responsibilities may include: directing the operations of assigned human resource function(s); performing related professional and technical duties; providing overall work and project direction; developing strategies to accomplish goals; implementing policies and procedures, and developing and monitoring an assigned budget.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Directs and oversees the development and implementation of human resource operations and services, which includes: planning, coordinating, administering, and evaluating short- and long-term goals, programs, projects, processes, procedures, systems, standards, and/or service offerings; allocating resources; and ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares and manages departmental and project budgets; forecasts staffing, equipment, and material expenses for budget planning; monitors and controls expenditures; and adjusts budget items as needed.
- Advises management and employees on questions regarding human resources policies and procedures and lawful employment practice.
- Assists in the preparation and analysis of data for distribution of various reports on HR metrics to ensure needs are met.
- Utilizes technology to enhance and measure the results of human resources programs.

- Researches information required to manage projects including: reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Serves on College-wide leadership committees.
- Prepares, maintains, and approves a variety of operational records and reports including personnel records, benefits summaries, and financial reports.
- May administer employee benefits programs such as retirement plans and group insurance; coordinate College programs with government sponsored programs; counsel employees; conduct open enrollment; audit deductions/vendor payments; answer questions; and assist with claims.
- May draft and maintain job descriptions.
- May recruit, hire, and orient employees.
- May oversee training and development.
- May direct employee relations; direct investigations and recommend courses of action; direct collective bargaining process and negotiate provisions; represent College at hearings; administer performance development program (PDP) for staff members; partner on affirmative action program; and conduct exit interviews.
- May direct HRIS; maintain, test, and implement new platforms; map workflow and processes; troubleshoot issues; generate data and reports; train users; compile suite of dashboards for leadership; and lead interface with IT and external partners.
- May maintain classification structures for compensation and oversee salary administration.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field related to assigned area; five (5) years of HR experience including two (2) years of administrative/managerial experience in a comprehensive HR management function; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles;
- Human resource program management;
- Applicable federal, state, and local laws, rules, and regulations;
- Employee relations principles and practices;
- Mathematical and statistical principles;
- Research, data, and report presentation techniques;
- Budgeting principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Managing a comprehensive human resource program;
- Developing and delivering presentations;
- Communicating, both verbally and in writing;
- Developing and administering budgets;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Apply applicable federal, state, and local laws, rules, and regulations; and
- Maintain confidentiality.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Human Resources Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) desired.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	

Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>
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TYPE OF WORK

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.