



**Job Title: Human Resources Manager**

## **CLASSIFICATION DESCRIPTION**

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**Department: Human Resources**

**Pay Grade: 113**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

### **JOB SUMMARY**

This position oversees and coordinates the operations of a human resources related function; manages the daily activities; develops plans for approaching projects; identifies problems; and implements solutions. Duties may involve supervising employees/student workers and developing/monitoring a budget.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Manages and coordinates a variety of Human Resources services including employee relations, benefits, compensation, training and development, recruitment, orientation, evaluation, classification, and policies and procedures; ensures compliance with internal and external regulations.
- Provides interpretation and analysis of human resource policies, practices, and work rules for employees, supervisors, and applicants.
- Compiles, organizes, and analyzes a variety of data; tracks human resource metrics; creates reports; recommends changes to policies, procedures, compensation, and/or benefit levels; and maintains related records.
- Coordinates the activities and functions of an assigned human resources' function, which includes: recommending program changes; developing program plans; coordinating programs; implementing solutions; preparing annual projections; and recommending vendors.
- Monitors and tracks departmental budget; approves transfers, invoices, and purchase orders; and ensures compliance with objectives and goals.
- May supervise assigned HR staff and student workers to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; recommending and advising staff on effective strategies to meet staffing and organizational goals; and making hiring, termination, and disciplinary recommendations.
- Performs other duties as assigned.

Prepared: February 2023

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in Human Resources or a related field; four (4) years of related work experience in human resources; 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:

- Human resources principles and practices;
- Customer service principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Analytical methodology;
- Record maintenance techniques;
- Supervisory principles;
- Employee relations principles and practices; and
- Computers and related software applications.

### Skills in:

- Evaluating complex systems and efficiently formulating and implementing human resources methods, procedures, forms, and records;
- Preparing reports;
- Providing customer service;
- Solving problems;
- Analyzing processes and making recommendations for improvement;
- Using a computer and related software applications; and
- Verbal and written 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:

- Interpret and apply applicable laws, rules, regulations, policies and procedures;
- Maintain confidentiality and record security;
- Prioritize and assign work; and
- Monitor and evaluate employees.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

## **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)

<b>Physical Activities</b>		<b>Physical Activities</b>	
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.	<b>X</b>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<b>X</b>

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	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.	<u>X</u>	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.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		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>

## **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.**