



**Job Title: HR Operations Director**

## **CLASSIFICATION DESCRIPTION**

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**Department: Human Resources**

**Pay Grade: 117**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

## **JOB SUMMARY**

This position is responsible for leading a Human Resources (HR) team focused on College-wide performance development and management including the following programs/functions: federal, state, and local compliance; Department budget; employee communications; employee investigations; benefits and wellness; employee training and developing; onboarding; and recruitment. Duties include: designing, implementing, and managing program initiatives; promoting a healthy organizational culture; enhancing employee experiences; managing risks; and protecting the College's brand and reputation.

## **DISTINGUISHING CHARACTERISTICS**

N/A.

## **ESSENTIAL JOB FUNCTIONS**

- Manages the goals and objectives of a team of HR personnel who are providing services including employee relations programs and investigations, training and development program(s) development and implementation, and performance management programs(s) development and implementation; ensures compliance with internal and external regulations.
- Provides recommendations and analysis of HR policies, practices, and work rules for employees, supervisors, and applicants.
- Compiles, organizes, and analyzes a variety of data; tracks HR metrics; creates reports; and recommends changes to policies, procedures, compensation, and/or benefit levels; and maintains related records.
- Recommends program changes, develops program plans, coordinates programs, implements solutions, prepares annual projects, and recommends vendors.
- Monitors and tracks Department budget; approves transfers, invoices, and purchase orders; and ensures compliance with objectives and goals.
- Supervises staff; prioritizes and assigns work; evaluates employees; trains staff; ensures employees follow policies, procedures, and safety guidelines; makes recommendations and gives advice to staff; and makes hiring, firing, and disciplinary decisions.
- Performs other duties as assigned.

Prepared: February 2023

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's Degree in Human Resources, Adult Education; Organizational Development; Psychology, or a related field (Master's degree preferred); ten (10) years of combined work experience in Human Resource Management, Professional Development, Operational Management, Adult Training/Education, and/or work at a Florida state agency of which two years must have been at a senior managerial level, preferably at a state or college level; 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:

- Leadership principles;
- Management principles and practices;
- Professional development and implementation;
- Performance management and implementation;
- Employee complaint and investigations practices;
- Leadership principles;
- Employee relations principles and practices;
- Mathematical and statistical principles;
- Research, data, and report presentation techniques;
- Budgeting principles;
- Recordkeeping principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and statutes; and
- Computers and related software applications.

### Skills in:

- Collaborating with others;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Developing curriculum;
- Negotiating;
- Communicating in a succinct and timely manner;
- Implementing accountability terms and metrics;
- Managing programs;
- Developing and administering budgets;
- Providing customer service;
- Providing training;
- Organizing;
- Using computers and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Apply and interpret laws and regulations to assigned area;
- Analyze challenges and formulate advice for senior leaders to consider and rely upon;
- Pay attention to details;
- Be discrete;
- Monitor, and evaluate knowledge;
- Maintain confidentiality; and
- Prioritize and assign work.

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

Certification as a Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), or other advanced, related certification.

## **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.	
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.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<b>X</b>
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.	<b>X</b>
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.	<b>X</b>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<b>X</b>
Hearing 2 – receive detailed information, make discrimination in sound.	<b>X</b>	Visual Acuity 2 – color, depth perception, field of vision.	<b>X</b>
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.	<b>X</b>	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.	

## **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.  
May travel to multiple campus locations for meetings.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

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.***