

Job Title: OPS Senior Human Resources Specialist

Compensation: \$20.10 - \$20.10

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 7

Position Summary:

Responsibilities include the coordination of program and departmental information through the development of reports; promoting, informing, and explaining services to employees or other audiences; and providing training on the assigned program or service. Incumbents may be involved in a variety of Human Resources related areas, such as benefits, recruitment, compensation and classification, employee development and training, and/or personnel records management systems.

Compensation: \$20.10 - \$20.10

Requirements:

Education:

Associate's degree in human resources, business, or a related field.

Experience:

Four (4) years experience related to area of assignment.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Professional-Development principles and practices;
- Human Resources principles and practices;
- Human Resources programs;
- Applicable Federal, State, and local laws, rules, and regulations;
- Customer service principles;

- Employee relations;
- Recordkeeping principles;
- Computers and related software applications.

Skills:

- Navigating and maintaining, from an end-user perspective, online systems;
- Using Camtasia and other technology to create online training modules/tutorials;
- Proficiency with Microsoft Office, particularly Excel;
- Ability to actively engage others throughout the organization as appropriate;
- Ability to effectively create/present material to employees of all levels via both face-to-face and online modalities;
- Strong verbal and written communication skills;
- Coordinating programs, services, and events;
- Compiling, analyzing, and summarizing information;
- Designing and coordinating trainings;
- Providing customer service;
- Preparing reports;
- Compiling data and information;
- Maintaining a variety of records and logs;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if

walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinates an assigned program in human resources function, which includes: administering the steps of programs, projects, processes, and/or procedures; providing system support and training to other employees; and assist with the creation and design of training courses.	Daily 40%
2.	Provides information and advice related to specific human resources related processes and procedures to employees and/or College staff; recommends and advises staff on effective strategies to meet the professional growth and development needs.	Daily 30%
3.	Collects, reviews, preparation, and reporting of relevant information and data related to assigned area of responsibility; maintains and update website information.	Daily 20%
4.	Compiles a variety of data and information related to assigned area of responsibility; prepares and maintains related records and reports; files information.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required

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disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.