



Job Title: Chief Human Resources and Talent Officer
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JOB DESCRIPTION

Department: President Office

Pay Grade: 124

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position serves as the strategic human resources (HR) advisor; plans, manages, and administers all human resource functions; directs the College's overall HR strategies and operations; and oversees the designing, implementing and managing of all Human Resources initiatives and programs to meet the long-term strategic vision and mission of the College. This position also ensures legal compliance and manages staff talent acquisition/retention and development, labor and employee relations, workforce strategy, classification, compensation, benefits, organizational development, employee engagement, employee wellness, work/life programs, HR operations, HR analytics, and HR information systems

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Oversees and leads the creation, implementation, and management of a College-wide structure for delivering strategic human resources services, including Compliance, Labor and Employee Relations, Classification, Compensation and Benefits, Talent Acquisition, Onboarding, Organizational Development, Employee Engagement, and HR Systems and Data.
- 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.
- Develops and executes HR strategy College-wide; implements HR strategies by establishing department processes, policies and accountabilities;
- Advises leadership, management and employees regarding employee challenges and human resources policies and procedures and lawful employment practices.
- Leads the development of talent management processes across the SPC's workforce including talent assessment, performance management, succession planning, leadership development initiatives, professional development, and wellness activities.

- 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.
- Coaches/mentors the HR team, as well as managers, across the College.
- Provides leadership and coordination with Institution Equity, Diversity and Inclusion and College leadership to implement strategies to build a more diverse, equitable, and inclusive workforce that mirrors the demographics of the student and community population.
- 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.
- Provides oversight of preparation and analysis of data for various reports on HR metrics to ensure College-wide people needs are met while mitigating legal and brand risk.
- Utilizes HRIS data and technology to enhance and measure the results of staff, practices, and programs.
- Prepares, maintains, and approves a variety of operational records and reports including personnel records, benefits summaries, and financial reports.
- 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, including President's Cabinet.
- Participates in labor contract negotiations and dispute management.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field related to assigned area, preferably in human resources (master's degree in human resources, business, or a related field preferred); seven (7) years of human resources management work experience with two (2) or more years of experience at the managerial level in a comprehensive human resource management function preferably at a state or college environment; 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:

- Must be a knowledgeable, skilled and experienced HR professional, capable of analyzing challenges and formulating advice for senior leaders to consider and rely upon.
- Leadership principles (expert level);
- Human resource program management principles and practices (expert level);
- Applicable federal, state, and local laws, rules, and regulations;
- Employee relations principles and practices (expert level);
- Employee complaint and investigations practices;
- Mathematical and statistical principles;
- Research, data, and report presentation techniques;
- Budgeting principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Implementing accountability terms and metrics for all employees, coordinators, leads, supervisors and managers within the HR Department;

- Managing a comprehensive human resource program;
- Presenting information to leadership and executives;
- Developing and administering budgets;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general employee base, etc. sufficient to exchange or convey information and to give and receive work direction; and
- Organizing.

Ability to:

- Effectively communicate upward in a succinct and timely manner on a regular basis;
- Analyze challenges and formulate advice for senior leaders to consider and rely upon;
- Communicate, verbal and written, at all levels encouraging transparency with all stakeholders;
- Monitor and evaluate employee's knowledge, skills and abilities;
- Prioritize and assign employee work and deadlines;
- Apply applicable federal, state, and local laws, rules, and regulations;
- Resolve issues without relying on senior leaders to become involved Maintain confidentiality; and
- Be detailed-oriented.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Certification as Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), or other advanced work highly desirable.

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.	X	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.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X
Handling – picking, holding, or working with whole hand.	X	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.	<u>X</u>	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.	<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>

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 regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

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 the 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 this job description.

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

Employee Signature

Date