

FLORIDA GATEWAY COLLEGE

Job Description

EXECUTIVE DIRECTOR - HUMAN RESOURCES AND EQUITY OFFICER

DISTINGUISHING CHARACTERISTICS:

This is a key administrative position having a wide diversity of programs and activities. An employee in a position allocated to this class is responsible for the review, development and implementation of personnel policies and procedures that include such functions as employment, wage and salary administration, benefits and training and development, employee relations classification, evaluation, and communications. An employee in a position allocated to this class must have a significant role in the preparation and administration of budgets; or must perform duties which include exercising independent judgment in formulating or assisting in the formulation of policies and procedures which may have significant impact in personnel administration and employee relations.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Designs and formulates personnel policies and procedure and maintains policy and procedure manual. Manages personnel system and develops and directs record keeping system, recruitment function, salary schedule, employee training and development, classification system, benefit program, evaluation system and human resource planning.

Supervises professional, technical and clerical staff involved in functions directed by the Human Resources Executive Director.

Serves as college affirmative action officer with responsibilities for policies and procedure and development of an affirmative action plan in conformance with Federal and State Law.

Compiles and files reports required by Federal and State Statutes.

Serves as risk management officer for college involved in recommendations and administration of employee insurance policies, administrative defense, worker's compensation, malpractice, accident/incident reports, auto liability, facilities use, plus property loss and general liability.

Serves as liaison to legal counsel reviewing, coordinating, and handling legal matters.

Acts as resource person to faculty, staff and students.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of human resources management principles and practices. Knowledge of state, federal, and local regulations pertaining to fair employment practices, affirmative action, wage and hour plans, worker's compensation, etc. Knowledge of human resource planning strategies and utilization. Knowledge of risk management program alternatives. Knowledge of counseling strategies. Knowledge of community college organization. Skill in the adaptation of electronic data processing to personnel administration. Skill in interviewing techniques. Ability to effectively manage time. Ability to communicate effectively with others. Ability to supervise both professional and non-professional staff. Ability to initiate independent judgment. Ability to deal with a wide range of personalities. Ability to respond to problem situations and resolve them accordingly. Ability to adapt to new environment and remain flexible.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in administration plus five years administrative experience in community college and/or university system or equivalent personnel related management experience. Desirable: Master's degree, experience in public personnel including EAEO, employee training, legal and insurance experience. Computer literate desirable.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

PHI LEVEL: Full access to PHI

RESUME

Sharon Best
1081 SW Fairfax Glen
Lake City, FL 32025
904-521-2830

Summary

I am a human resource professional and have spent the past 29 years of my career in higher education. My background is broad and diverse. I have had the opportunity to garner experience in all aspects of human resources including, but not limited to benefits design and administration, compensation, training and development, budgeting, recruitment, HRIS, labor relations, risk management, and affirmative action.

Experience:

July 1, 2012 – Present, Florida Gateway College

Executive Director of Human Resources & Equity Officer

- Designs and formulates personnel policies and procedures
- Management of compensation programs
- Responsible for employee recruitment
- Development and maintenance of detailed organization chart to facilitate statistical reporting on head count, turnover, recruitment costs, etc.
- Serves as college Equity Officer with responsibilities for policies and procedures and development of an affirmative action plan in accordance with Federal and State Law.
- Serves as Risk Management Officer involved in recommendations and administration of employee insurance policies, administrative defense, worker's compensation, malpractice, auto liability, facilities use, plus property loss and general liability.
- Serves on Executive Council to the President
- Utilization of Banner Human Resources System to enable the accurate reporting of personnel information for state reporting purposes, data analysis of personnel information, maintain and update positions in Banner HR, responsible for accurate input of contracts, pay, and leave for all employees.
- Develop and direct record keeping system, recruitment function, salary schedule, employee training and development, classification system, benefit program, evaluation system and human resource planning.
- Develop and improve various employee communication tools including, but not limited to, new employee orientation program, employee handbook, and terminating employee exit interview process.
- Supervises professional, technical and clerical staff
- Serves as liaison to legal counsel reviewing, coordinating, and handling labor issues, student issues, equity, Public Records requests and other legal matters

**July 1, 2009- June 30, 2012, Florida Gateway College
Director of Human Resources & Equity Officer**

- Designs and formulates personnel policies and procedures
- Management of compensation programs
- Responsible for employee recruitment
- Development and maintenance of detailed organization chart to facilitate statistical reporting on head count, turnover, recruitment costs, etc.
- Serves as college Equity Officer with responsibilities for policies and procedures and development of an affirmative action plan in accordance with Federal and State Law.
- Serves as Risk Management Officer involved in recommendations and administration of employee insurance policies, administrative defense, worker's compensation, malpractice, auto liability, facilities use, plus property loss and general liability.
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- Supervises professional, technical and clerical staff
- Serves as liaison to legal counsel reviewing, coordinating, and handling labor issues, student issues, equity, Public Records requests and other legal matters

**Associate Director of Human Resources
Florida Gateway College
January 1, 2008 – June 30, 2009**

- Completed HR Banner implementation. Responsible for developing and designing structure in Banner for positions, employee compensation and leave
- Ensured the collection and entry of data supporting the preparation of semi-monthly personnel actions
- Coordinated with IT in the preparation of various reports and surveys from the Department of Education and other agencies and organizations
- Ensured that all employment procedures adhered to the applicable laws
- Prepared and updated job descriptions for approval of Director and Board of Trustees
- Represented the office in the absence of the Director
- Assisted in organizing and delegating to the staff various projects and verified accuracy before reviewed by the Director.
- Organized and conducted new orientation functions for employees.

- Inspected payroll documents to ensure validity
- Ensured maintenance of all personnel records and verification of all required documents

Assistant to the President

Florida Gateway College

July 1, 1989 – December 31, 2008

- Responsible for the management of the president's office
- Coordinated various activities and meetings as they related to the College, the Board of Trustees and the public
- Coordinated special projects as assigned by the President
- Advised and assisted the President on administrative details
- Liaison to labor attorney. Worked closely with Director of Human Resources on matters involving labor attorney and Board of Trustees
- Responsible for handling personnel matters requiring Hearings of the Board of Trustees and/or President
- Assembled and keep current the Board of Trustees policies and procedures
- Liaison between College, legislators, community, and State Department of Education
- Responsible for budgeting. Prepared annual budget for the President's Office
- Responsible for the Board of Trustees agenda and accompanying materials for each meeting of the District Board of Trustees
- Coordinated Board related matters for the President.
- Corresponded and communicated confidential matters to the Board

Senior Staff Assistant, President's Office

Lake City Community College

August 16, 1986- June 30, 1989

- Performed secretarial work for the President and the Assistant to the President
- Answered phones and inquiries from inside and outside the college
- Note taking and transcription of Board of Trustees' meetings, Administrative Council, and other meetings as needed
- Made travel arrangements, scheduled appointments, and performed other office duties as needed or directed

Professional Associations:

Florida Human Resource Council, Member
Society for Human Resource Management

Education:

2006, Saint Leo University, BA, Psychology; Minor, Human Resources
2004, Lake City Community College, AA