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## St. Petersburg College

**Position Title: VP, Human Resources and Strategic Communications**

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	L	Administrative Management	Administrative Vice President

**Job Summary for Positions in this Classification**

This is the fourth of five levels in the Administrative Management series. The classification is responsible for directing the activities, programs, and projects of College-wide administrative departments, functions, or programs. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will be responsible for managing professional work, recommending, developing, and managing multiple budgets, and working with multiple departments to achieve strategic objectives. Incumbents will have supervisory responsibilities, and be predominantly involved in the strategy formation and external relations.

**Position-specific job summary**

Plans, organizes, staffs, directs and controls Human Resources and Payroll functions of the college. Provides oversight for the direction of the Marketing and Public Information department.

**Typical Essential Duties for Positions in this Classification**

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
1.	Directs staff which includes 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; and making hiring, termination, and disciplinary decisions.	Daily 10%
2.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Daily 10%
3.	Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over multiple departments, which includes developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; and coordinating activities between multiple departments or functions.	Daily 40%
4.	Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned area on committees, advocacy groups, and/or related groups. Negotiates and manages contracts with external parties as necessary.	Daily 30%
5.	Reviews and approves a variety of multi-faceted information, data, and reports; makes decisions based on findings; approves reports submitted to external sources and regulatory bodies.	Daily 10%

**Position-specific assignment within typical essential duties**

- Administers and directs the Human Resources functions, including such activities as insurance and benefits, unemployment compensation, employment and onboarding, classification and compensation, personnel processing, staff & professional development, employee communications, wellness and labor/employee relations.
- Administers and directs Payroll functions, including preparation and processing of college payrolls.
- Administers the college's self-insurance medical and dental programs, as well as voluntary employee benefits.
- Administers the college's 403b investment program.
- Develops, maintains, reviews and interprets personnel and employee relations practices, rules and procedures for the college.
- Administers ongoing professional development to college employees through multi-modal offerings, including in-classroom training, online tutorials, webinars and other electronic resources.
- Manages the college-wide Staff & Professional Development budget, which includes allocations to all campuses.
- Provides oversight to HR-directed employee relations activities, which include ongoing consulting services to supervisors while ensuring the college remains compliant with Board of Trustees rules as well as state and federal law.
- Works closely with the General Counsel and Office of EA/EO on internal investigations.
- In close consultation with the General Counsel, oversees compliance with and regular updates to the college's Affirmative Action Plan.
- Administers an ongoing Wellness Program designed to encourage healthy behaviors/lifestyles as well as reduce long-term health care costs for the college and employees.
- Provides oversight for the Marketing and Public Information department, including direction, planning, supervision and implementation of programs of public information, media relations, marketing and recruiting, advertising, printing, and internal/external communications for the College.
- Leads cross-departmental collaboration of Marketing and Public Information, Enrollment Management and others with direct accountability for communication and marketing/advertising related to student recruitment and retention.
- Handles grievances.
- Directs review of faculty credentials, completion of required courses and administration of contracts (budgeted) or Instructional Agreement Letters (non-budgeted).
- Directs the regular review of Administrative & Professional contracts.
- Reviews, monitors and approves all travel over \$1,000 by college employees.
- Responsible for coordinating legal matters that pertain to unemployment compensation and labor/employee relations.
- Responsible for conducting studies (statistical, etc.) that relate to improvement of the Human Resources functions.
- Reviews all personnel actions and recommendations that go to the Board of Trustees from the President.

#### **Educational Requirements\***

Bachelor's degree, preferably in Human Resources or in a related field to assigned area, or Bachelor's degree plus either professional HRCI certification or the equivalent in documented experience. Master's degree preferred.

#### **Experience Requirements\***

Seven (7) years experience in Human Resources Management or educational administration.

\* 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.

#### **Licensing Requirements**

None.

#### **Knowledge, Skills, and Physical Requirements**

##### **Knowledge:**

- Leadership principles;
- Modern Human Resources Management and Marketing and Public Information practices and procedures;
- Laws relating to labor relations and personnel administration;
- Current practices regarding marketing/advertising and corporate communications;

- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

**Skills:**

- Providing leadership to lower level staff;
- Delegating and prioritizing work;
- Strong, creative analytical and leadership skills and ability to work effectively at all levels of the college community;
- Deal effectively with postsecondary education colleagues; the business community and with the general public;
- Communicate effectively in public speaking engagements and within areas of supervision
- Setting goals;
- Developing and implementing strategies;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Using a computer 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, fingering, 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, including the human body. 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.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** Jun 13, 2013