

HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

Job Description: Human Resources Manager
Organization: Hubbard College of Administration of Tampa Bay, Inc.
Office: 310 Wildwood Way | Belleair, FL 33756 | www.hcatampabay.org
(727) 486-1864 | careers@hcatampabay.org

SUMMARY OF POSITION:

The Human Resources Manager is in Division 1, Department 1 of the Hubbard College of Administration of Tampa Bay, Inc. and manages the Human Resource functions for the college.

Under the direction and supervision of the Director of Human Resources, Information Technology and Internal Affairs, the Human Resources Manager manages the daily activities and operations of the Human Resources Department, including all assigned human resource operations, activities, programs and services which may include, but are not limited to, recruitment, hiring, onboarding, training, evaluation, separation and employee benefits and compensation.

The Human Resources Manager oversees human resource activities for the organization in accordance the direction and priorities established by the Director of Human Resources and in alignment with the goals and objectives of the Hubbard College of Administration of Tampa Bay, Inc. and the Hubbard College of Administration of Tampa Bay, Inc. Strategic Plan.

The Human Resources Manager manages the delivery of human resource services and programs and complies with state and federal regulations are implemented in human resource policies and procedures.

The candidate for this position is experienced in employee relations policies, procedures and practices and has a proven track record of promoting a productive work environment through possesses excellent problem-solving, interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

The candidate is flexible and is a person whose leadership style is collegial, approachable, and is accessible on campus.

The candidate is committed to the effective use of technology within human resource procedures, services and programs.

ESSENTIAL FUNCTIONS AND DUTIES

1. Maintains job descriptions for all employees.
2. Oversees the compensation schedule for faculty, staff and administrators.
3. Manages the recruitment process (e.g., advertising, screening and qualifying applicants, conducts interviews, testing, hiring and new employee orientation, onboarding etc.).
5. Manages HR-related policies, procedures, plans and employment agreements and contracts.
6. Conducts training to all employees in compliance with regulatory requirements.
7. Maintains awareness of changes in employment legislation and implements necessary adjustments to maintain compliance.
8. Manages employee benefits programs, addressing inquiries and facilitating open enrollment processes.
9. Oversees the implementation and management of HR information systems that support online HR processes, including recruitment and onboarding.
10. Maintains necessary HR systems with other online platforms.
11. Ensures compliance with relevant federal and state employment laws and regulations, and accreditation standards.

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12. Mitigates HR-related risks and provides guidance on legal matters related to employment practices.
13. Monitors the maintenance of manual and electronic documents, files and records (e.g., background information, personnel files, vacancy listings, applicant tracking) to ensure compliance with regulatory requirements and established guidelines.
14. Publishes standard staff schedule.
15. Maintains personnel and training materials.
16. Oversees and manages payroll and compensation information in liaison with Division 3, Finance and Administrative Services.
17. Keeps Organizing Board up-to-date.
18. Handles employee terminations.

NON-ESSENTIAL FUNCTIONS AND DUTIES

- Participates in ongoing training.
- Other duties may be assigned, directed or requested.

KNOWLEDGE, SKILLS AND ABILITIES

The Human Resources Manager will have the following:

- Knowledge and experience in the operations, services, and activities of a comprehensive human resources program;
- Knowledge of practices, policies and procedures related to human resources management including recruitment, selection, evaluation, separation, employee benefits and employee and organizational development;
- Knowledge of computers and computer applications that support a comprehensive human resources program and administrative functions;
- Knowledge of the Hubbard College of Administration Management System;
- Demonstrated ability to exercise discretion, superior judgment and analytical skills and neutrality in highly sensitive situations involving allegations of discrimination in Title VII and Title IX policy violations;
- Familiarity with the federal and state laws pertaining to civil rights, discrimination, harassment and affirmative action, as they apply to colleges including the Equal Employment Opportunity Act of 1972 (EEO), Americans with Disabilities Act (Title II), Title VI of the Civil Rights Act of 1964 (Title VI), Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Educational Amendments Act of 1972 (Title IX), the Jeanne Clery Act of 1990 (Clery Act), the Violence Against Women Act of 1994 (VAWA), the Age Discrimination in Employment Act (ADEA), all as amended where applicable, and other federal and state anti-discrimination laws and requirements;
- Familiarity with Title VI, Title VII, Title IX and other federal and state non-discrimination laws;
- Familiarity with federal, state, and local laws, codes, and regulations relating to personnel management including Florida's regulatory environment for private colleges.

REQUIRED QUALIFICATIONS

The Human Resources Manager will possess:

- An Associate degree from an accredited institution;

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- An understanding of the mission of the Hubbard College of Administration of Tampa Bay, Inc. and the Hubbard College of Administration Management System; and
- One year of experience in human resources, personnel administration, business or public administration, employee relations management or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

DESIRED QUALIFICATIONS

The desired qualifications for this position are:

- A bachelor's degree from an accredited institution;
- Two years of administrative-level, higher education leadership and experience with a human resource development program;
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and contributing to the ongoing efforts of the College to meet accreditation standards;
- Demonstrated record of fiscal responsibility and accountability;
- Demonstrated experience in the utilization of technology in human resource management and administration;
- Demonstrated experience supervising a complex human resource department responsible for the implementation of state and federal regulations;
- Demonstrated support for staff development.

PHYSICAL REQUIREMENTS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone, and camera and related equipment in an office environment.

LANGUAGE SKILLS

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures, and processes in laymen's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

MATHEMATICAL SKILLS

Ability to calculate figures and measurements. Ability to quickly perform simple calculations while performing tasks related to specific work parts.

REASONING ABILITY

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Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems such as determining the appropriate creative message of a marketing piece.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
 - The noise level in the work environment is usually quiet to moderate.
 - The employee must be able to work in a fast-paced, team environment.
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