VACANCY ANNOUNCEMENT

Job Title: Assistant Director of Human Resources

Classification: Management

Supervisor: Director of Human Resources

Location: Tallahassee (Headquarters)

Summary:
The position supports the FEA’s strategic objectives as established by FEA Governance to focus the energy and resources of its members toward the promotion of public education and the protection and advancement of the rights of educational employees.

The Assistant Director of Human Resources (HR) works in conjunction with the Director of HR to provide oversight, direction and leadership of the FEA's HR operations, including all areas of employment, compliance, employee relations and services, compensation and classification, benefits, employee training, and HR communications and reporting.

Qualifications:
- Education: Bachelor's degree or equivalent in human resource management or related field; professional PHR/SHPR certification preferred.
- Generalist background with practical experience in all human resources functions including, compliance, compensation, classification and benefits, EEO, HIPPA, FMLA, ADA compliance, recruitment and retention, employee training and development, personnel policy development, implementation, maintenance, and employee relations.
- Minimum four years professional or two years and a Master’s degree in human resource management or related field.
- Management/supervisor experience gained through increasingly responsible positions within a Human Resources department or managing the Human Resources function for a business or organization.
- Labor relations experience and working within a union environment preferred.

FEA Management Responsibilities:
1. Advance FEA’s vision and mission by identifying opportunities for increased organizational effectiveness and efficiency through shared organizational learning.
2. Assist the HR Director in the management, execution, and oversight of the departmental and organizational budget, finances and other resources.
3. Contribute to the evaluation and development of HR strategy and performance.
4. Educate staff on FEA’s mission and goals and responsibilities to members as owners of FEA.
5. Support planning, coordination and implementation of programs and services across departmental and cross-domain boundaries.
6. As assigned, act as liaison for cooperative projects and programs with the National and State Organizations and coordinate activities of committees, task forces, and special projects.
7. Explore, coordinate, and facilitate available human, fiscal, and programmatic resources applicable to the department that are available through National Affiliates.
8. Support FEA’s Affirmative Action Program and policies.
9. Protect interests of employees and the company by identifying legal requirements and government reporting regulations affecting Human Resources function (e.g., OSHA, EEO). Monitor exposure of the company. Coordinate and when appropriate conduct and lead employee and management training and workshops such as Fair Employment Practices Training.

**Specific Responsibilities and Duties:**

1. Assist in the development and implementation of FEA’s comprehensive human resources program, including the development and implementation of FEA training programs, and strategies for staff empowerment program.
2. Administer all terms and conditions of the collective bargaining agreement, including serving as either the Level I or Level II hearing officer (as appropriate) for grievance procedures and as management’s representative in arbitration hearings, spokesperson of the Management bargaining team.
3. Assist in the processing and distribution of appropriate reports, all personnel and labor records, including performance reviews, grievances, personnel files, employee leave accounting, administrative policies, etc.
4. Assist in the coordination and supervision of the employment process, including the posting of open positions, screening applicants, interviewing, hiring and salary placement, orientation and training.
5. Assist in the coordination and implementation of all employee benefit programs, including health, workers compensation and other insurance programs.
6. Assist in coordination of all FEA meetings, including the annual FEA, NEA and AFT assemblies. This includes coordination of the logistics, facility acquisition and support services for all governance and Association conferences, and general meetings.
7. Oversee the administration of FEA property and fixed assets, Oversee the lease/purchase, repairs/renovation for all furniture and equipment and supplies, including a replacement schedule thereof. Maintain an accurate and current inventory of all furniture and equipment and make appropriate recommendations for renovation, repair and acquisition of property, furniture and equipment as requested.
8. Other duties as assigned by the HR Director and Chief of Staff.

**Knowledge and Skills:**

- Working knowledge of employment and labor law.
- Demonstrated ability in conducting HR related training and education.
- Strong interpersonal and communication skills (verbal and written).
- Excellent organizational, project and time management skills.
- Strong team-building skills, including ability to collaborate and develop effective consultative relationships with management.
- Strong influence skills.
- Ability to think strategically and critically
- Capable of assessing and solving problems with a win/win outcome.
- Work effectively with limited supervision.
- Demonstrated ability to balance organization-partnering skills with employee advocacy. Able to handle all HR information with a high degree of confidentiality.
• Advanced computer proficiencies with Microsoft Office programs, including Word, Excel, PowerPoint and Outlook
• Meeting planning experience preferred

**COMPENSATION:** Salary will be based on current experience of successful applicant for the position.

**TO APPLY:** Interested applicants are to email an updated resume demonstrating experience related to the above stated qualifications and responsibilities and three references to the mailbox at feahr@floridaea.org.

**APPLICATION DEADLINE:** Open until filled.

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**FLORIDA EDUCATION ASSOCIATION**  
**IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**  
Consistent with the FEA Affirmative Action Plan, minority, female and physically challenged applicants are encouraged to apply

7/30/2015