

## VACANCY ANNOUNCEMENT

Job Title: Director of Human Resources

Classification: Management

Supervisor: Chief of Staff

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 Director of Human Resources (HR) works in conjunction with the Chief of Staff 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 experience or two years professional experience 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. 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.
10. Other duties as assigned by the HR Director and Chief of Staff

Specific Responsibilities and Duties:

Human Resources and Labor Relations:

1. Develop and implement of FEA's comprehensive human resources 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. Facilitate the employment process, including the posting of open positions, screening applicants, hiring and salary placement, orientation and onboarding.
4. Collaborate with department managers regarding employee performance issues.
5. Develop and execute performance improvement plans. Execute progressive discipline in accordance with the collective bargaining agreement.
6. Execute terminations of employment and ensure proper exit protocol.

Benefits and Payroll Administration:

1. Implementation of all employee benefit programs, including medical, retirement, life insurance, disability, workers compensation and other benefits programs.
2. Collaborate with brokers/carriers on cost savings measures for benefits plans. Coordinate, review and approve all benefits and insurance renewals.
3. Plan and facilitate quarterly joint FEA/FSO insurance committee meetings.
4. Reconcile and approve monthly bills for all benefit plans. Resolve escalated issues.
5. Manage payroll and reporting processing including biweekly payroll run and all related labor reporting and recordkeeping. Resolve escalated issues.
6. Oversee review and processing of employee expense reports. Resolve escalated issues.
7. Prepare all salary and benefit financial data for annual salary increases, leave buyout

program, accounting audits, and contract negotiations.

**Event and Facilities Management:**

1. Contract negotiation, logistics planning, execution, and billing reconciliation of large scale events.
2. Oversee maintenance and repair of headquarter facility. Collaborate with contractors and vendors for execution of projects.
3. Oversee the administration of FEA property and fixed assets, including lease/purchase, repairs/renovation for all furniture and equipment and supplies, and annual accounting audit.

**Knowledge and Skills:**

- 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.
- 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:** The FEA is prepared to offer a competitive salary and benefits package commensurate with experience, skills and demonstrated abilities.

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

**APPLICATION DEADLINE:** Open until filled.

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