

PENSACOLA STATE COLLEGE

Director, Human Resources
Memorandum

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February 11, 2019

TO: Dr. Ed Meadows
President

FROM: Tammy R. Henderson

SUBJECT: Human Resources Action Items for Board of Trustees' Meeting – February 2019

Action Items:

1. Approval of January 2019 Human Resources Report.
2. Request approval to upgrade a vacant and funded Financial Aid/Veteran Services Representative, at Level E, to Financial Aid/Veteran Services Specialist, at Level G, on the Career Service Salary Schedule. (Financial Aid/Veteran Services/Scholarships Department)
3. Request approval of the new position of Writer, Content Specialist, and Editor, at Level 1, on the Professional/Managerial Salary Schedule. (Marketing and College Information)
4. Special Contracts (Open Item)



HUMAN RESOURCES REPORT
Summary of Personnel Actions
January 2019

Faculty

- 4 Faculty employees were hired (History/Languages/Social Sciences and Education; Physical Sciences; Physical Therapy Assistant; and Health Information Tech)
- 1 Faculty employee received a promotion (History/Languages/Social Sciences and Education)
- 1 Faculty employee resigned due to personal reasons (Cosmetic Arts)
- 1 Faculty employee retired (Mathematics)

Career Service

- 1 Career Service employee received a career service incentive (College Development)
- 2 Career Service employees were hired (Admissions and Records; and Adult Education)
- 1 Career Service employee was promoted to Professional/Managerial level (Office of Dean, Baccalaureate Studies/Academic Support)
- 1 Career Service employee retired (WSRE)

Executive, Professional/Managerial

- 3 Professional/Managerial employees were hired (Student Resource Center for ADA Services; Academic Advising – Pensacola; and College Development)
- 1 Professional/Managerial employee resigned due to relocation (Recruiting/Call Center)
- 1 Professional/Managerial employee retired (Advising Center - Pensacola)
- 15 Professional/Managerial employees received upward pay adjustments (11 in Advising Center; Nursing; Patient Simulation Training; Recreation and Leisure; and Workday Implementation)

Other

- 309 Assignments for adjuncts were processed
- 4 Overloads for full-time faculty were processed
- 1 Overloads assignments for non-faculty was processed
- 4 Adjuncts for non-teaching assignments were processed
- 1 Part-time FICA taxable assignment was processed

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Writer, Content Specialist, and Editor

Level: 1

Class Code: New

FLSA Status: Exempt

Prepared Date: February 6, 2019

Summary: Responsible for the development and implementation of marketing and communication publications that raise the profile of the College and its initiatives. This team member will work to promote the College's ambitious endeavors and achievements. Reports to the Executive Director of Marketing and Communications.

Duties and Responsibilities:

Marketing copywriting, strategic message development and positioning, press releases, content development for identified communication vehicles (i.e., electronic newsletters, annual reports, etc.).

Uses skills as a reporter, writer, and/or editor, with basic competency in multimedia.

Have the ability to tell stories through the use of various platforms, including social media, short-and long format writing, press releases, audio, video, photography and emerging media.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State College Police Department/Public Safety.

Performs other duties as may be assigned.

Essential Functions:

Advanced knowledge and understanding of communications writing and strategies to drive brand awareness, brand relevance and positive reputation.

Results oriented, enthusiastic, resourceful and creative with a can-do positive attitude.

Strong writing and editing skills; must be proficient in many writing styles, including promotional writing.

Proficient in Associated Press (AP) Style Guide.

Experience with content management systems (CMS), especially WordPress.

Writer, Content Specialist, and Editor

Strong, creative problem-solving skills.

Writing must demonstrate attention to audience, tone, nuance, and detail.

Collaborative, team player with great networking skills.

Exercises sound judgment consistently.

Ability to work under pressure and set priorities in a fast-paced environment.

Ability to meet deadlines consistently, particularly those requiring very quick turnaround.

Ability to think critically and analytically.

Adaptable; ability to work independently and across teams.

Track record of using good judgment and making sound decisions that demonstrate problem solving ability, adaptability, and responsiveness to change.

Demonstrated attention to detail to ensure accuracy of information.

Organized, self-directed and self-disciplined.

Willingness to work during non-standard business hours.

In-district travel and possible out-of-district overnight travel.

Minimum Qualifications: A bachelor's degree in Journalism, English, Communications, Marketing, or a related field, from an accredited institution, and two years related work experience in the development of comprehensive and creative communication; or any equivalent combination of experience and or education from which comparable knowledge, skills, and abilities have been achieved. Successful results of a criminal history background check.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Writer, Content Specialist, and Editor

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Pending Board Approval: February 19, 2019



District Board of Trustees
Human Resources Committee Meeting Minutes
Pensacola Campus, Building 7, District Conference Room
January 22, 2019, 5:30pm

Present: Ms. Margie Moore, Ms. Rhonda Likely, and Ms. Tammy Henderson, recording

Minutes from the November 13, 2018, Human Resources Committee meeting were reviewed and approved.

Action Items:

1. Approval of November and December 2018 Human Resources Reports.
2. Request approval to add an Administrative Assistant position, at Level E, on the Career Service Salary Schedule, by converting funding from temporary services, retroactive to December 3, 2018. (College Development)
3. Request approval to convert one funded and vacant position of Microcomputer Specialist, at Level 1, on the Professional/Managerial Salary Schedule, to a new position of Senior Technology Specialist, at Level 2, on the Professional/Managerial Salary Schedule. (Information Technology Services)
4. Request approval to convert one vacant and funded Network Support Analyst, at Level 2, on the Professional/Managerial Salary Schedule, to a new position of Senior Network Support Analyst, at Level 3, on the Professional/Managerial Salary Schedule. (Information Technology Services)
5. Request approval of the new position of Coordinator, Workday Implementation, at Level 4, on the Professional/Managerial Salary Schedule, retroactive to January 14, 2019. (President's Office)
6. Special Contracts (Open Item)

All items approved for recommendation to the full Board.