


PENSACOLA STATE COLLEGE

Director, Human Resources
Memorandum

Phone: 850-484-1766
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February 25, 2019

TO: Dr. Ed Meadows
President



Approved

VIA: Gean Ann Emond *BAE*
Vice President, Business Affairs

FROM: Tammy R. Henderson

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

Action Items:

1. Approval of February 2019 Human Resources Report.
2. Request approval to create the new position of Completion Advisor, at Level 1, on the Professional/Managerial Salary Schedule, with funding from an upcoming vacancy due to retirement of an Admissions and Graduation Technician, at Level E, on the Career Service Salary Schedule. [Effective April 1, 2019] (Academic and Student Affairs)
3. Request approval to upgrade a vacant and funded Maintenance Supervisor at Level G, on the Career Service Salary Schedule, to Maintenance Supervisor – Transportation, at Level H, on the Career Service Salary Schedule. (Facilities, Planning and Construction)
4. Special Contracts (Open Item)



HUMAN RESOURCES REPORT
Summary of Personnel Actions
February 2019

Career Service

- 3 Career Service employees were hired (WSRE; Financial Aid/Scholarships; and Maintenance Services)
- 2 Career Service employees resigned for personal reasons (WSRE; and Transportation Services)
- 1 Career Service employee retired (Allied Health)

Executive, Professional/Managerial

- 5 Professional/Managerial employees were hired (English/Communications; Telecommunications Systems; Maintenance Services; OVW – Violence against Women; and College Development)
- 1 Professional/Managerial employee resigned due to relocation (Financial Aid/Scholarships)
- 1 Professional/Managerial employee resigned for other employment (Advising Center)

Faculty

No transactions to report.

Other

- 12 Assignments for adjuncts were processed

[PERSREPORT]
 RUN DATE 03/04/2019
 TIME 06:56

S R PENSACOLA STATE COLLEGE
 PERSONNEL EMPLOYED OR TERMINATED
 PERIOD FEBRUARY 01 2019 THROUGH FEBRUARY 28 2019

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CAREER SERVICE

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ADMIN ASST	NEW HIRE	05326039 GOODEN PATRICE	13201030000054000 WSRE-TV: PROGRAM./PRODUCTION	C04361A00	F	B
FINANCIAL AID SPECIALIST	NEW HIRE	04068278 REESE TIANNA	15501000000054000 FINANCIAL AID / SCHOLARSHIPS	C04211A00	F	B
TRUCK DRIVER/LABORER LEADER	NEW HIRE	02259506 WHATLEY RICHARD	17010010000054000 MAINTENANCE SERVICES	C04181A00	M	B
ADMIN ASST	* RESIGNED PERSONAL REASONS	04789337 MAUND EMILY	13201030000054000 WSRE-TV: PROGRAM./PRODUCTION	C04361A00	F	W
MAINTENANCE SUPERVISOR	RESIGNED PERSONAL REASONS	00595837 WHITE JAMES	16330900000054000 TRANSPORTATION SERVICES	C00471A00	M	W
DENTAL CLINIC TECHNICIAN	RETIREMENT RETIRED/DROP	00381674 STALLWORTH DEBBIE	11230102000054000 ALLIED HEALTH	C01571A00	F	I

[PERSREPORT]

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PENSACOLA STATE COLLEGE

RUN DATE 03/04/2019

PERSONNEL EMPLOYED OR TERMINATED

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ADMIN./EXECUTIVE/PROFESSIONAL

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
WRITING LAB SPECIALIST	NEW HIRE	02838491 DANIEL MATTHEW	11131501000053000 ENGLISH / COMMUNICATIONS	P00511A00	M	W
SENIOR NETWORK SUPPORT ANALYST	NEW HIRE	02749664 HOTARD FELIX	16330700000053000 TELECOMMUNICATIONS SYSTEMS	P00601A00	M	W
MAINTENANCE MANAGER	NEW HIRE	05342770 HULLENBAUGH GEORGE	17010010000053000 MAINTENANCE SERVICES	P02021A00	M	A
PROJECT COORDINATOR FOR SEXUAL	NEW HIRE	04284684 JOHNSON JESSICA	23100004190553000 OVW - VIOLENCE AGAINST WOMEN	P03691A00	F	B
DIRECTOR OF FINANCE & BUSINESS	NEW HIRE	00742628 PEADEN SUSAN	16730000000053000 COLLEGE DEVELOPMENT	A01251A00	F	W
COORDINATOR, TITLE IV COMPLIAN	RESIGNED RESIGNED, RELOCATED	05199551 CONN WILLIAM	15501000000053000 FINANCIAL AID / SCHOLARSHIPS	P03581A00	M	W
STUDENT SERVICES ADVISOR	RESIGNED RESIGNED FOR OTHER EM	05117016 LASKO MARK	15301001000053000 ACADEMIC ADVISING - PENSACOLA	P00051A00	M	W

[PERSREPORT]
 RUN DATE 03/04/2019
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S R PENSACOLA STATE COLLEGE
 PERSONNEL EMPLOYED OR TERMINATED
 PERIOD FEBRUARY 01 2019 THROUGH FEBRUARY 28 2019

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ADJUNCT						
TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ADJUNCT RECREATION & LEISURE	NEW HIRE	02798083 BLAIR DAVID	11420104000056001 REC & LEISURE 01	J86791P00	M	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	02442945 BROWN-SANDERS KRISTEN	11420104000056001 REC & LEISURE 01	J83491P00	F	W
ADJUNCT SPECIAL CONTRACT \$25	NEW HIRE	04816750 COSTALES DAVID	11500100000056001 WORKFORCE / ECON DEVELOPMENT	J79991P00	M	H
ADJUNCT RECREATION & LEISURE	NEW HIRE	02049311 EDWARDS ANGELENIA	11420104000056001 REC & LEISURE 01	J68301P00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	04413324 GAMELL LAWRENCE	11420104000056001 REC & LEISURE 01	J73881P00	M	B
ADJUNCT SPECIAL CONTRACT \$18	NEW HIRE	02498146 LEWIS KEVIN	11500100000056001 WORKFORCE / ECON DEVELOPMENT	J68281K00	M	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	03887249 MITCHELL TOMMY	11420104000056001 REC & LEISURE 01	J79061P00	M	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	04187127 OAKS VICTORIA	11420104000056001 REC & LEISURE 01	J71881P00	F	W
ADJUNCT SPECIAL CONTRACT \$18	NEW HIRE	01691395 POSEY TERESA	11500100000056001 WORKFORCE / ECON DEVELOPMENT	J63351L00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	04727791 RIESENBERG DORA	11420104000056001 REC & LEISURE 01	J83601P00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	03531151 SANFORD CYNTHIA	11420104000056001 REC & LEISURE 01	J75311P00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	01816836 WEATHERS SUZANNE	11420104000056001 REC & LEISURE 01	J01581P00	F	W

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Completion Advisor

Level: 1

Class Code: New

FLSA Status: Exempt

Prepared Date: February 12, 2019

Summary: Responsible for managing and performing complex tasks related to program completion, graduation activities, external credit processing, and military records. Works closely with the College Registrar and other College personnel to ensure timely and accurate review and processing of records. Supervises staff who evaluate transcripts and review external credits. Reports to the Director, Admissions and Records/College Registrar.

Duties and Responsibilities:

Reviews graduation eligibility for all student award types.

Processes all completions including auto-graduations.

Works with appropriate College staff on completion efforts and initiatives.

Proactively reviews student records for potential program completions.

Verifies and processes recognitions of all educational accolades and honors for transcripts and diplomas.

Collaborates with appropriate College staff to ensure appropriate industry certifications and licenses are recorded for program completion purposes.

Responds to inquiries regarding graduation eligibility and the graduation process, and provides information to College departments as well as students.

Works closely with appropriate College staff to ensure the web graduation application is up-to-date and accurate.

Collaborates with the Marketing department to ensure the College commencement web page contains accurate and timely information.

Monitors National Junior College Athletic Association (NJCAA) compliance and eligibility for all athletic teams.

Completion Advisor

Reviews and processes all transient student requests.

Creates and maintains Military Spouse Career Advancement Account (MyCAA) Education Plans for all military spouses.

Trains and instructs support staff and monitors work performance for accuracy to ensure compliance with established departmental standards.

Evaluates and determines course equivalency for College-Level Examination Program (CLEP) and Joint Services transcripts, industry certifications and licensures, and other external credentials for the awarding of credit and for program completion.

Maintains appropriate records of all relevant documents.

Supervises and participates in the preparation and updating of all student completion records.

Works with MIS to ensure delivery systems for PSC official transcripts are functional and accurate.

Participates in graduation ceremonies.

Recommends and publishes graduation deadlines.

Coordinates the preparation and dissemination of graduation lists.

Prepares orders for degrees, diplomas, and certificate materials.

Serves as liaison with appropriate College personnel to coordinate the establishment, retention, and disseminations of records information.

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 assigned.

Essential Functions:

Ability to understand and independently carry out oral and written instructions.

Ability to prioritize work, meet deadlines, exhibit attention to detail, and follow-through on assignments with minimal supervision.

In-depth knowledge and use of software programs and applications needed to fulfill the requirements of the job.

Completion Advisor

Ability to analyze situations carefully and correctly and adopt an effective course of action without immediate supervision.

Ability to multitask in a demanding environment.

Ability to work effectively in a diverse and open office environment with a team approach.

Demonstrate professional and discretionary communication skills in all manners of interactions, with the ability to communicate effectively in both oral and written form.

Display an understanding of, sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending, working, or visiting the College campus.

In-district travel, and possible overnight travel.

Minimum Qualifications: Graduation from an accredited institution with a bachelor's degree. Experience in working with databases and various technologies. 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.

Preferred Qualifications: Prefer experience in a postsecondary environment in academic advising or admissions and records. Familiarity working with an electronic student records system. High level of expertise with Microsoft Office Suite, and a strong working knowledge of Excel. Demonstrated ability in a supervisory role and the ability to train and hold employees accountable for day-to-day responsibilities.

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.

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.

Pending Board Approval: March 12, 2019

PENSACOLA STATE COLLEGE

Career Service Position Description

Job Title: Maintenance Supervisor - Transportation

Level: H

Class Code: New

FLSA Status: Non-Exempt

Prepared Date: February 20, 2019

Summary: Supervises, coordinates, and participates in the work of an assigned group of maintenance personnel, specifically Transportation Services. Maintains and updates all historical records. Reports to Director, Facilities, Planning and Construction.

Duties and Responsibilities:

Supervises Transportation personnel, organizes the daily work schedule, and inspects completed work.

Estimates time, cost, amount, and type of material and supplies required for projects; requisitions supplies needed.

Inspects completed work to ensure compliance with specifications, instructions, and any applicable college requirements; directs any rework or modifications.

Trains and instructs new employees and establishes safety and work performance standards for subordinates.

Maintains records of work requests and materials used.

Serves as liaison with management and departmental personnel.

Recommends various personnel actions to include, but not limited to hiring, vacation schedules, and dismissals.

Responsible for the servicing and repairs of College vehicles, trucks, golf carts, tractors, other power driven equipment, and/or grounds equipment.

Reviews and evaluates existing modes of maintenance operations and recommends methods for increased efficiency and cost reduction.

Maintains time records and submits appropriate payroll information to management personnel.

Maintenance Supervisor - Transportation

Maintains ASE certification.

Maintains an inventory of supplies and parts and replenishes stock to insure adequate facility and program support.

Requisitions equipment and materials.

Develops and maintains annual budget requirements for Transportation Services.

Serves as liaison with vendor representatives to discuss equipment maintenance, service, or repairs.

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, vendors, customers, employees and the general public.

Operates office equipment.

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 assigned.

Essential Functions:

Must be able to work in inclement weather and with exposure to various weather conditions for extended periods of time.

Must be able to stand, walk, climb, stoop, kneel, crouch, and/or crawl for extended periods of time; and use hands to finger, handle, feel and/or reach.

Must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Ability to lift and carry 30 pounds at chest level.

Ability to work from a ladder up to 16 feet.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

Ability to speak effectively before groups of customers or employees.

Maintenance Supervisor - Transportation

Ability to compute basic mathematical solutions (add, subtract, multiply, and divide). Ability to perform these operations using various concepts such as fractions, percentages, ratios, and proportions to practical situations.

Must be able to use vision abilities to recognize color and depth perception.

Must be able to communicate effectively both orally and in writing.

Knowledge of the overall college policies, procedures and operations of the unit to which assigned.

Ability to establish and maintain effective working relationships in a diverse community of students, faculty and staff.

Must be able to travel in-district to various College campuses/centers throughout the district as may be required or requested.

Must be able to work during holidays, college closures due to natural disasters, and after regularly schedule work time as needed.

Minimum Qualifications: Graduation from high school or GED equivalency and five years full-time experience in a skilled trade at the journeyman level, one year of which must have been in supervisory or lead worker capacity are required. Possess a current Florida Driver's License, Class D and the ability to drive a standard transmission. Successful results of a criminal background check required.

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 is regularly required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand; walk; sit and climb or balance. The employee must occasionally lift and/or move up to 100 pounds.

Maintenance Supervisor - Transportation

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.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and high, precarious places. The employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

Pending Board approval: March 12, 2019



District Board of Trustees
Human Resources Committee Meeting Minutes
Pensacola Campus, Building 7, District Conference Room
February 20, 2019, 5:30pm

Present: Ms. Margie Moore, Mr. Wendell Smith, and Ms. Tammy Henderson, recording

Minutes from the January 22, 2019, Human Resources Committee meeting were reviewed and approved.

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)

All items approved for recommendation to the full Board.