

<b>DEPARTMENT:</b>	Talent Management-Human Resources	<b>REPORTS TO:</b>	Senior Manager, Human Resources
<b>JOB CLASS:</b>	Manager	<b>PAY GRADE:</b>	19
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	6/10/2015

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

**POSITION GENERAL SUMMARY:**

The Human Resources Compliance Manager handles compliance for Talent Management, ensuring that we do not violate EEOC and other laws (state, federal, and local) in the handling of our data to include proactive reporting to ensure that none of our Talent management processes create adverse impact. This includes answering all audit requests, ensuring HR data integrity and accuracy, and managing the tactical team members that enter data, run reports, and maintain the Talent Management data. The Human Resources Compliance Manager also acts as the technical resource for all HR systems, including the enterprise resource program, the applicant tracking and onboarding system, the performance management and evaluation system, and all other Talent Management systems as assigned. The Human Resources Compliance Manager will facilitate process design/redesign, system & workflow enhancements, change requests, maintenance, support & training. In addition, they will design and create all standard system reports, including but not limited to monthly analysis and reporting.

Additional responsibilities include preparation for impact of proposed changes on the operational environment of various talent management applications in regard to data management and information retrieval as well as recommend appropriate changes & enhancements, coordinate project team efforts, and implement rollout activities.

**ESSENTIAL POSITION FUNCTIONS:**

- Assist Florida Virtual School with meeting applicable state reporting requirements
- Prepare and/or review all mandated DOE reports as it relates to Human Resources functions
- Audit and track corrective actions to ensure accuracy of all Talent Management data
- Ensure data integrity of employee & payroll data by performing audits, running queries, and analyzing data.
- Create complex queries to provide program statistics and reports as directed by management
- Create spreadsheets and analyze and interpret data to ensure accuracy
- Update systems according to statute changes and all applicable school district rules, regulations and policies as directed
- Serve as the Liaison with Professional Standards when responding to requests for data and other audit related needs
- Serve as a liaison between Talent Management and Information Technology to provide Enterprise Resource Planning (ERP) system support and analysis and to leverage technology solutions to meet the needs of Talent Management and all users of HR information systems

- Implement and maintain any new enhancements to the current ERP and any other Talent Management Systems of record
- Provide support to the Talent Management Department, including but not limited to, researching and resolving HRIS problems, unexpected results or process flaws, perform scheduled activities.
- Develop Standard Operating Procedures for users both inside and outside of the talent management department with regard to system use. Assist with training of new processes/functionality
- Provide project oversight when new HRIS systems are being implemented or revised; to include, identifying, tracking, monitoring and communicating on project-related issues, scope, changes, variances, and contingencies that occur during the course of projects
- Participate in IT and vendor status meetings for identification and resolution of issues and consideration of and evaluation of potential system enhancements and upgrades
- Act as the primary contact for issuing system notifications to staff, and for providing resolutions to system issues and errors
- Implement processes that improve assigned systems and increase end user efficiency and enhance productivity
- Drive the identification, reporting and analysis of relevant measures of human resource performance and collaborate with HR management team for further analysis and action planning
- Manage and oversee Human Resource operations functions and services, consistent with federal and (multi)state laws/regulations, and FLVS priorities, policies and procedures
- Conduct periodic audits of current systems, procedures, policies, and workflows to ensure efficiencies and legal compliance; develop processes that improve department and end user efficiency and enhance overall HR productivity
- Implement and review data integrity audit functions and execute actions to improve the accuracy of data input into the system of record
- Manage the online employment contract process to ensure accuracy and timeliness of changes and annual renewals
- Serve as Business Process and HR Administrator for Workday processes and functions
- Lead regression testing and impact analysis on core functions with new Workday updates
- Ensure accurate documentation of HR Compliance standard operating procedures
- Manage the updates and maintenance of the FLVS Policies & Procedures Manual
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established as the result of organizational planning

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:*****Education:***

- Bachelor's degree in Human Resources, Information Technology, or Business or Public Administration; or equivalent combination of education and relevant experience

***Experience:***

- Five years' experience in an HR data rich position, or similar technical experience within a human resources department
- Experience responding to audits from outside agencies and/or responding to legal inquiries
- Experience in configuration, implementation, maintenance and customization of business application packages specific to Human Resources
- Experience with the Workday system is required

***Knowledge, abilities and skills:***

- Advanced knowledge of Microsoft Office products, specifically Excel, Microsoft Project preferred
- Advanced knowledge of the Workday HCM Module.
- Advanced knowledge of and ability to apply software support and troubleshooting methodologies
- Knowledge of HR technology solutions for the Internet, mobile devices, personal computers and networks
- Knowledge of principles, methods, and techniques of human resource administration
- Ability to work independently with minimal supervision, establishing priorities and meeting aggressive deadlines
- Strong presentation skills
- Strong research and analytical skills
- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills within all levels of the organization

**CORE COMPETENCIES FOR SUCCESS:**

COMMUNICATION SKILLS	INTERPERSONAL SKILLS
<i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i>	<i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i>

<p><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>	<p><b>FUNCTIONAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i></p>
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### **MANAGER COMPETENCIES FOR SUCCESS:**

<p><b>COMMAND SKILLS</b></p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p><b>CONFLICT MANAGEMENT</b></p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p><b>LISTENING</b></p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p><b>MANAGING DIVERSITY</b></p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p><b>DEVELOPING OTHERS</b></p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p><b>TIMELY, QUALITY DECISION MAKING</b></p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p><b>PROCESS MANAGEMENT</b></p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p><b>TEAM BUILDING</b></p> <p><i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i></p>

<p><b>MANAGING &amp; MEASURING WORK</b></p> <p><i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i></p>	<p><b>COMFORT AROUND HIGHER MANAGEMENT</b></p> <p><i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i></p>
<p><b>MANAGERIAL COURAGE</b></p> <p><i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*