



| JOB TITLE                   | DEPARTMENT      | REPORTS TO                            |
|-----------------------------|-----------------|---------------------------------------|
| Director of Human Resources | Human Resources | Executive Director of Human Resources |

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|------------------------------|---|
| <b>Position No:</b> 77322    | <b>Length of Work Year:</b> 12 Months         |
| <b>Salary Schedule:</b> AD13 | <b>Date Approved:</b> 1/28/97                 |
| <b>FSLA:</b> Exempt          | <b>Date Revised:</b> 1/9/01; 6/19/15; 6/13/22 |

| MINIMUM QUALIFICATIONS  |
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| <ol style="list-style-type: none"> <li>1. Master's degree in human resources, personnel management, public administration, business administration, organizational management or related field.</li> <li>2. Minimum of five years of successful experience in education or administration.</li> <li>3. Experience in personnel management or human resources development preferred.</li> <li>4. Knowledge of Florida Statutes and State Board of Education Rules related to Human Resources Management.</li> <li>5. Knowledge of HRIS systems and the use of technology to streamline and deliver services.</li> <li>6. Knowledge of the operations of a public-school system with emphasis on human resources practices preferred.</li> <li>7. Strong organizational skills as well as excellent oral and written communication skills.</li> <li>8. Ability to perform the functions of the position.</li> </ol>   |
| DUTIES AND RESPONSIBILITIES   |
| <ol style="list-style-type: none"> <li>1. Directs and manages all human resources functions to ensure the accomplishment of district goals and objectives.</li> <li>2. Conducts research, procedural, and administrative studies in evaluating and enhancing human resources functions and processes; formulates and implements recommendations for improvements or modifications based on such.</li> <li>3. Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Board for adoption.</li> <li>4. Coordinates the human resources information systems (HRIS) within the Department.</li> <li>5. Coordinates the oversight of the personnel records system including the monitoring and destruction schedules established by Florida Statutes, Public Records Act Chapter 119 and Chapter 257.</li> <li>6. Coordinates the processing of unemployment compensation claims.</li> <li>7. Coordinates the sick leave bank according to state guidelines.</li> <li>8. Prepares or supervises the preparation of reports and the maintenance of all appropriate records.</li> <li>9. Directs special projects and activities as assigned.</li> <li>10. Assists in investigations.</li> <li>11. Assists in staffing allocations.</li> <li>12. Assists in the district's administration selection process.</li> <li>13. Assists in the development of pre-school and yearly planning calendars.</li> <li>14. Performs other duties as assigned by the Supervisor.</li> </ol> |
| PHYSICAL DEMAND CLASS:  |
| Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.  |