

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SUPERVISOR OF HUMAN RESOURCES

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership.
- (3) Minimum of three (3) years experience in personnel administration.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules, regulations, and codes governing the management of Florida public school human resources. Knowledge of concepts, principles, requirements of the collective bargaining process, as well as the Florida Educational Finance Program. Advanced skills in problem-solving, human interaction, combined with a unique ability to handle sensitive personnel issues.

**REPORTS TO:**

Deputy Superintendent

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| <p><b>JOB GOAL</b></p> <p>To plan, coordinate and supervise the operation of the Department of Human Resources to meet the goals of the District.</p> |
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**SUPERVISES:**

Administrative Assistant – Personnel Services  
 Personnel Specialist  
 Secretary

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
 Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

**SUPERVISOR OF HUMAN RESOURCES (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Plan, direct and monitor the applications and employment process of employees.
- \* (2) Plan and direct employee recruitment / retention progress and visitations.
- \* (3) Maintain a current application file on prospective candidates for employment.
- \* (4) Plan, organize and coordinate contract management and legal proceedings.
- \* (5) Coordinate efforts to comply with laws and regulations prohibiting discrimination while serving as equity coordinator.
- \* (6) Conduct investigations in matters of Professional Code of Ethics violations and make recommendations to the Deputy Superintendent regarding appropriate employee discipline.
- \* (7) Serve on criminal history committee to interview personnel and make recommendations for future or continued employment to the Deputy Superintendent.
- \* (8) Coordinate programs related to medical and dental insurance coverage for employees.
- \* (9) Coordinate the drug-testing program for eligible employees.
- \* (10) Work with principals, along with the Deputy Superintendent and finance officer, on staffing levels for schools based on FTE.

**Interagency Communication and Delivery**

- \* (11) Work cooperatively with other administrators on problems of mutual interest and concerns of personnel.
- \* (12) Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in schools.
- \* (13) Maintain regular liaison with State Department of Education officials and other agencies concerned with employee relations.
- \* (14) Coordinate with colleges, universities, and career guidance offices regarding personnel needs of the District.

**Professional Growth and Improvement**

- \* (15) Conduct, with assistant, District orientation programs for new employees.
- \* (16) Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- \* (17) Coordinate inservice training for management in contract administration and grievance procedures.
- \* (18) Assist in the implementation of the Gadsden County Human Resources Management Development System.
- \* (19) Keep up-to-date and well-informed about trends, best practices, laws, regulations, and policies concerning personnel issues.

**Systemic Functions**

- \* (20) Serve on collective bargaining team.
- \* (21) Assist the Deputy Superintendent in the formulation, development and implementation of procedures to comply with regulations and policies adapted by the School Board that are related to collective bargaining.
- \* (22) Assist the Deputy Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and secure School Board reactions on negotiation proposals.
- \* (23) Maintain current and past employee personnel records.
- \* (24) Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- \* (25) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (26) Perform other duties as assigned.

**SUPERVISOR OF HUMAN RESOURCES (Continued)**

**Leadership and Strategic Orientation**

- \*(27) Exercise proactive leadership in planning, implementation, and evaluation of human resource service in the District.
- \*(28) Facilitate problem-solving by individuals or groups.
- \*(29) Use appropriate interpersonal styles and methods to guide individuals and groups to accomplish tasks.
- \*(30) Anticipate problems and design processes and procedures to address them.
- \*(31) Assist in the development of policies, procedures, and administrative guidelines for the District.

\*Essential Performance Responsibilities