



# Mobile County PUBLIC SCHOOLS

## Job Description Title – PERSONNEL ADMINISTRATOR

**SUPERVISED BY/REPORTS TO:** Executive Manager of Human Resources

**FLSA:** Exempt

### **GENERAL DESCRIPTION OF DUTIES:**

Under administrative supervision, an occupant of this classification may coordinate and administer a variety of functions under an organized human resources office. Performs a variety of professional and technical human resources work in support of a school district agency. Employees at this level may supervise lower level staff. Work is performed with considerable latitude for independent judgment and decision-making abilities within established laws, rules, regulations, policies, and procedures. Work is performed under administrative direction.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college with major course work in human resources, business, education, or closely related field supplemented by five (5) years of progressively responsible experience in human resources work in an organized personnel system, or five (5) years of successful school experience as a teacher/administrator. The equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will also be acceptable. PHR or Administrative Certification is preferred but not required.

### **ESSENTIAL JOB FUNCTIONS:**

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. The essential job functions are not listed in any particular order of importance.*

### **Essential Job Functions include but are not limited to:**

1. Works as a team member to provide excellent customer service with efficient and effective human resources assistance to assigned schools, programs, and departments; Receives human resources inquiries and concerns from employees and various departments; Provides friendly and professional customer service to employees, applicants, members of the community and other stakeholders; Interacts with said stakeholders to ascertain and understand the nature of the request and provide required assistance; Directs stakeholders to the appropriate resource when appropriate.
2. Completes all assigned tasks, reports, projects, and duties in an accurate and timely manner.
3. Handles reports, records, conferences, and other personnel information in a confidential manner.
4. Conforms to district and department policies and procedures; ensures that personnel procedures conform to district policies.
5. Assists in the review, revision and implementation of personnel and other system policies and procedures.
6. Assists in the review, revision and implementation of System and Department goals and objectives.
7. Assists Principals and hiring managers in staffing schools and departments in designated areas of responsibilities. Conducts recruiting activities at local, state, and regional universities. Ensures that Mobile County Public School System practices and procedures on employment interviewing and selection of applicants are followed.
8. Confers with Principals, system management and/or other personnel to assess needs, solve problems, explain services, and interpret policies, procedures, laws, and regulations.
9. Assists with the employee relations process by interpreting, applying, and explaining rules, regulations, and provisions of agreements of the school district.

10. Mediates conflict between employees and their supervisors. May assist in facilitating grievance and dispute resolutions process to effect equitable solutions.
11. Informs personnel regarding a variety of procedures and program requirements (e.g. certification, hiring process) for the purpose of providing necessary information, taking appropriate action and/or complying with established guidelines.
12. Prepares, reviews and/or provides documentation for various Human Resources functions including mandatory transfers, non-renewals, employee discipline and the preparation of school board agenda items. May participate in the recommendation process for action.
13. Conducts, or provides assistance with, system investigations and may be asked to prepare written report of findings.
14. Reviews applications and other credentials to assure proper certification for assignment, including contacting State Department of Education officials to resolve certification issues. Evaluates other documentation as required.
15. Oversees and/or assists allocation compliance for school and department-based positions.
16. Maintains data significant to designated areas of responsibilities and other requested reports.
17. Reviews and approves requests for hire, transfers, and job changes for assigned areas of responsibility.
18. Submits authorization for job advertisements for assigned areas of responsibility.
19. Keeps informed of new developments in the field of school law, the Students First Act or successor acts, Human Resources and Employment Law(s).
20. Conducts workshops on personnel and Human Resources issues as needed and/or required.
21. Supervises Human Resources clerical staff as required and assigned.
22. Assists other personnel for the purpose of supporting them in the completion of their work activities.
23. Attends all required training classes and meetings.
24. Maintains open and effective communication with all levels of employment for the dissemination of information and effective departmental operations.
25. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES.**

*The person hired for this position must possess, at a minimum, the following knowledge, skills, and abilities:*

- A. Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.
- B. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- C. Requires the ability to communicate effectively and efficiently in a variety of technical or professional languages including legal, personnel and governmental terminology.
- D. Requires the ability to prioritize and assign work.
- E. Requires the ability to handle and maintain sensitive and confidential information.
- F. Requires a thorough knowledge of State and local policies and procedures regarding human resources activities.
- G. Requires considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- H. Requires some knowledge of the principles of supervision, organization, and administration.
- I. Requires some knowledge of state and local laws, rules and regulations governing investigations.
- J. Requires some knowledge of the principles and practices of modern interviewing techniques.
- K. Requires some knowledge of the principals of conflict resolution.
- L. Requires some knowledge of public sector, education, and related fields of law at the federal and state levels and how they relate to a local school system.
- M. Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
- N. Requires the ability to read, analyze, and interpret common scientific and technical journals, legal documents, correspondence, reports, manuals, professional journals, forms, charts, etc.
- O. Requires the ability to prepare documents, correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- P. Requires the ability to speak before groups of people with poise, voice control, and confidence.

- Q. Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- R. Requires the ability to be adaptable and to perform under stress and when confronted with persons acting under stress.
- S. Requires the ability to develop or interpret personnel policies and procedures.
- T. Requires the ability to use common office machines, including popular computer-driven word processing, spreadsheet, and file maintenance programs.
- U. Requires the ability to conduct research, organize facts, and draft professional and/or legal documents. Detail oriented.
- V. Requires the ability to effectively express ideas orally and in writing.
- W. Requires the ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.
- X. Requires the ability to exercise tact and courtesy in frequent contact with employees, agency representatives, and the general public.

### **PHYSICAL REQUIREMENTS:**

- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.
- Must be physically able to operate a variety of machinery and equipment including computers, copiers, facsimile machines, etc.
- Must be able to exert a negligible amount of force constantly to move objects. Must have minimal levels of eye/hand/foot coordination.
- The position requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone. Generally, the job requires 80% sitting, 10% walking, and 10% standing.
- This job is performed in a generally clean and healthy office environment.

### **CLASSIFICATION/DISCLAIMER:**

Classification - Exempt. Disclaimer - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. If offered a position, prospective employee must pass a required criminal records check, and drug screen.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified or Classified Employees depending on the Personnel Administrators classification.

### **TERMS OF EMPLOYMENT**

12-months (260 days) 8 hours per day usually Monday through Friday. Work assignments and schedules are subject to change. Work hours beyond the 8-hour workday are often required. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws

### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.