



**Job Title: Director – Human Resource Services I**

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
JUNE 20, 2017  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this is to effectively and efficiently manage and administer daily operations of the Human Resources Department of the school district.

### **ESSENTIAL JOB FUNCTIONS**

- Manages and administers all District employees within the rules and regulations set forth in the master contracts, statutes, and Board Rules.
- Administers the position control system.
- Coordinates the discipline of all employees with supervisory personnel.
- Interprets and ensures compliance with defined staffing allocations.
- Monitors and investigates arrests and court proceedings for all employees.
- Ensures compliance with Master Contracts.
- Counsels with employees regarding any information about their employment.
- Ensures an employment process which is uniform and consistent throughout the District.
- Supervises the maintenance and confidentiality of all employees' personnel records.
- Recommends changes and revisions to School Board Policy and Master Contracts as needed or applicable.
- Provides specialized training as needed for the Human Resources Office.
- Assists with the analysis of data and recommends future personnel projections.
- Coordinates and manages contracts with providers for Human Resource Services as needed by the District.
- Assists with the supervision and identification of qualifications for all applicants.
- Assists with the supervision and coordination of the development of job descriptions, compensation analysis, and position analysis for all positions.
- Ensures fairness and equity and provides problem solving and needs assessment for all employees.
- Assists with the supervision of the development and preparation of the monthly School Board Agenda.
- Ensures timely processing of Human Resources payroll function.

- Provides supervision and manages the daily operation of the Human Resources Department.
- Assists in directing the grievance settlement process and representing management at grievance meetings, arbitration hearings, Division of Administrative Hearings, and trials.
- Manages the maintenance and operation of the applicant tracking program.
- Assists with supervision and issuance of all instructional, administrative, professional contracts, and the maintenance of contractual obligation for educational support personnel.
- Provides assistance in the development of a Human Resources Policy and Procedures Handbook.
- Recommends revisions and changes to School Board policy and master contracts as needed or applicable.
- Interprets and ensures compliance with staffing allocations for gridded and Personnel Planning Document positions.
- Oversees all types of leaves of absence, FMLA, and return to work programs
- Liaisons with workers' compensation regarding retraining after injury and reentering the workforce.
- Acts as liaison for the Strategic Plan.
- Oversees the administration of digital imaging for HR related documents, process development, and digital workflow.
- Serves as custodian of records for employment related records.
- Analyzes data and projects future personnel needs for the District.
- Assists in recruiting and maintaining a highly efficient and well-qualified work force.
- Works with the District investigator in all case management and maintenance of the District Hotline.
- Responds to all allegations of misconduct following the Master Contracts and disciplinary protocol.
- Interprets statutes, regulations, and rules; interacts with school and District administrators and supervisors, FRS, union officials, attorneys, other agencies, and school districts to exchange and collect information to improve District human resource operations.
- Informs Director II of potential problems or unusual events.
- Responds to inquiries or concerns in a timely manner.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution in Business, Public Administration, Industrial Management, Human Resources Management, or certification in Administration and Supervision or Educational Leadership, or an equivalent of a Bachelor's Degree from an accredited institution and extensive experience in business management, public administration, human resources, and/or industrial management.
- Minimum of ten (10) years in human resources, business or industrial management, school administration, or public personnel management.
- Extensive experience in development of systems approach to management. Experience with initiation, maintenance and management of automated data management systems.

- Human Resources industry certification (PHR, SPHR, GPHR)
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of statutes, rules, and regulations relating to personnel administration.
- Requires the ability to display knowledge of all master contracts for employees of the School District.
- Requires the ability to display effective oral and written communication skills.
- Requires the ability to display skill in the use of computers and other technological equipment.
- Requires the ability to develop, initiate, and manage automated data management systems.
- Requires the ability to manage and supervise personnel.
- Requires the ability to manage finances and department budgets.
- Requires the ability to display skills in positive personnel management.
- Requires the ability to display knowledge of and ability to collaborate with District administration and Director of Human Resources II in matters of employee discipline.
- Requires the ability to plan, organize, manage time, and prioritize duties.
- Requires the ability to prepare for grievance hearings, arbitrations, Division of Administrative Hearings, and trials.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to maintain accountability for inventory/property management and manage the budget within assigned department.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**