



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

### **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 – 3

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

### **JOB SUMMARY**

The purpose of this position is to effectively and efficiently manage the School District's Human Resources Department.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises the daily operation of the Human Resources Department.
- Assists the Chief Negotiator for employee labor contract negotiations.
- Assists in directing the grievance settlement process and represents management at grievance meetings and arbitration hearings.
- Supervises the posting of all instructional, administrative, and professional job vacancies.
- Supervises the verification of employment requests.
- Approves the hiring of all instructional, administrative, and professional employees.
- Oversees all types of leaves of absence, FMLA, and return to work programs
- Supervises the maintenance of all elementary, secondary, and special center rosters/directories.
- Supervises the maintenance of the applicant tracking program.
- Supervises the development of the monthly School Board Agenda relating to Human Resource Services matters.
- Supervises the Priority Transfer List.
- Supervises the issuance of all instructional, administrative, and professional contracts.
- Supervises the maintenance of all employee personnel records.
- 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.
- Analyzes instructional, administrative, and professional applicants' credentials.
- Ensures compliance with Master Contracts.
- Oversees the administration of digital imaging for HR related documents, process development, and digital workflow

- Counsels with employees regarding any information about their employment.
- Analyzes data and project future personnel needs for the District.
- Assists in recruiting and maintaining a highly efficient and well-qualified work force.
- Serves as lead person on Human Resource Services strategic planning activities.
- Interprets statutes, policies, regulations, and rules related to personnel issues.
- Serves as liaison with the Florida Department of Education officials and other state agencies concerned with employee relations, including the Florida School Board Association, Florida Association of School Administrators, and the Florida school Labor Relations Service.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Assistant Superintendent informed of potential problems or unusual events.
- Works closely with District and school staffs in the delivery of Human Resource Services.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, regulations, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master’s Degree from an accredited educational institution.
- Certification in Administration and Supervision or Educational Leadership.
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) preferred.
- Minimum of five (5) years of successful teaching and/or administrative experience.
- Experience with negotiations and contracts.
- 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 School Board policies, Florida Statute 447, and employment-related rules covered by the Public Employee’s Relations Commission, the Federal Justice Department, and the Equal Employment Opportunity Commission.
- 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 manage and supervise personnel.

- Requires the ability to manage finances and departmental budgets.
- Requires the ability to display skills in positive people management.
- Requires the ability to plan, organize, manage time, and prioritize duties.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

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. 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:**