

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, HUMAN RESOURCES & STAFF DEVELOPMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Minimum of five (5) years successful experience in a supervisory or managerial position in Personnel Management or Public Administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of the collective bargaining process, Florida law, and the Administrative Code as it relates to human resource management. Knowledge of federal rules and regulations governing the employment process. Knowledge of Florida's funding mechanisms and budgeting. Ability to communicate orally and in writing. Ability to use high level interpersonal skills in order to maintain effective working relationships. Skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of the interface activities between the mainframe computer and the division / department data management function.

REPORTS TO:

Associate Superintendent for Support Services

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership for the planning, development, maintenance, and evaluation of the District's human resources management and development system to support and facilitate successful educational programs throughout the District.

SUPERVISES:

Senior Personnel Analyst
Personnel Analyst
Personnel Specialists
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and manage the District staffing plan, and wage and salary development.
- * (2) Coordinate the teacher certification process.
- * (3) Coordinate the staff development process in the District.
- * (4) Provide assistance to certified personnel who re-certify using Master Inservice Points (MIP).
- * (5) Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel resources.
- (7) Assist in the preparation for collective bargaining.
- * (8) Coordinate and manage the function of personnel services for the School District including, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement systems.
- (9) Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- * (10) Supervise the evaluation process of all personnel within the division / department of personnel services as well as overall supervision of the evaluation of all personnel within the school system.
- * (11) Coordinate and manage the process of selection of central staff and school administrative personnel.
- * (12) Assist the Superintendent in organizational analysis and development.
- * (13) Coordinate and manage the development and implementation of personnel policies and procedures.
- * (14) Plan, direct and monitor the application and employment process of certificated and classified employees.
- * (15) Works cooperatively with the Director of Recruitment, Retention and Employee Relations in recruitment programs for the district.
- (16) Assist with the orientation program for new teachers.
- (17) Conduct employee adjustment counseling when desired or required.
- * (18) Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- * (19) Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.

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- *(20) Direct and monitor the processing of leave requests in accordance with law, regulation and School Board policy.
- (21) Coordinate the development of job descriptions and evaluation systems.
- (22) Direct and monitor, in accordance with agency requirements, programs in unemployment compensation.
- * (23) Coordinate and monitor the position control system.
- (24) Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel, and other conferences related to the personnel function.
- * (25) Prepare all required reports and maintain all appropriate records.
- * (26) Assist in the development of policies relating to in-service.
- * (27) Keep well informed about current trends in staff development.
- * (28) Provide leadership and resources needed to develop in-service training activities.
- (29) Become a certified in-service trainer for selected component activities.
- (30) Assist the Executive Director for Curriculum and Instruction in the development and implementation of appropriate Human Resource Management Development System in-service activities.
- * (31) Serves as custodian of all regular and confidential personnel records.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.
- (33) Direct the planning, implementation and evaluation of the District's Comprehensive Human Resources Management and Development System-(H.R.M.D.).
- (34) Prepares Human Resources Department Comprehensive Plan and budget.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 6

SALARY LOCATOR: Support Salary Schedule 4