

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## DIRECTOR OF HUMAN RESOURCES

### **Required Qualifications:**

- Bachelor's Degree in human resources, business, education or related field
- Must have successfully held previous leadership role
- [Experience in human resources and labor relations](#)
- Knowledge of applicable Florida Statutes and adopted School Board policies
- Excellent oral and written communication skills
- [Must possess a valid Florida Driver's License](#)

### **Desired Qualifications:**

- [Master's Degree](#)
- [Experience in allocation of staff and maintaining staffing plans](#)
- ~~Experience in human resources~~
- ~~Training in conducting comprehensive employee misconduct investigations~~
- ~~Florida certification in educational leadership~~
- Certification as a Professional or Senior Professional in Human Resources

### **Performance Responsibilities:**

- Perform the planning, development and administrative functions of the Human Resources Department
- Maintain personnel files on prospective, current and former employees of the school district
- ~~Support the coordination of~~ [Coordinate](#) the reappointment process
- [Coordinate FMLA and ADA procedures and review staff requests](#)
- [Prepare proposals and counter proposals and conduct bargaining sessions with all employment units](#)
- [Collect data and provide an avenue for administrative input relative to the collective bargaining process](#)
- [Assist with Executive Sessions with the School Board in all bargaining related matters](#)
- [Assist with all aspects of contract administration during the terms of the collective bargaining agreements and interpret the negotiated agreements to members of the staff as appropriate](#)
- [Oversee the wage and salary structure process for the district](#)
- [Assist in the development of School Board Policies](#)
- [Oversee the development, review and/or update of appropriate manuals and handbooks including Staff Handbook and Standard Operating Procedures](#)
- [Provide assistance to administrators in the recruitment and selection of personnel](#)
- [Responsible for maintaining the District Staffing Allocation Plan](#)
- [Coordinate annual allocation meetings with administrative staff](#)
- [Responsible for allocating staff to schools and sites, according to the allocation plan, with input from the Director of Assessment and Accountability and the Assistant Superintendent for Business](#)

Services and Operations to ensure district is in compliance with class size requirements

- ~~Coordinate the performance appraisal system for all employees and ensure compliance with all evaluation procedures~~
- Create agenda items as needed for the Human Resources Department and present as needed to the Board
- Supervise and evaluate all personnel that report directly to this position
- Oversee the daily operation of the Human Resources Department and Support Complex
- Serve on committees and attend professional seminars, educational workshops, and review professional publications, as necessary, to maintain and update professional and technical knowledge
- Oversee the reappointment process of personnel
- ~~Directs the investigations regarding violations of Code of Ethics, School Board policy, Florida Statute, EEOC issues, etc.~~
- ~~Directs and/or conducts bullying/harassment complaints at the district office level~~
- ~~Conducts employee pre-determination meetings~~
- ~~Oversees the Professional Improvement Plan Process~~
- Conducts training regarding policies and procedures in assigned areas
- ~~Direct the intake of investigations, including but not limited to employee misconduct, fraud, abuse and ethical violations~~
- Assist administrators in gathering evidence, analyzing reports and problem-solving employee issues

- ~~Advise administrators on the appropriate disciplinary actions within approved guidelines, policies and statutes~~
- ~~Conduct investigations as assigned in a timely manner~~
- ~~Prepare comprehensive investigative reports including findings and recommendations~~
- ~~Make recommendations to the Executive Director of Business Services regarding investigation findings and outcomes~~
- ~~Coordinate with the Florida Department of Education, when appropriate, regarding teacher misconduct and certification issues~~
- ~~Provide training to administrators regarding proper investigatory procedures~~
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Serve as a resource for staff to ensure the effective implementation of programs, policies, and procedures in assigned areas of responsibility
- Prepare and administer the department's annual budget
- Keep the ~~Executive Director~~Assistant Superintendent for Business Services and Operations and/or designee abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention
- Perform other duties as assigned by the ~~Executive Director~~Assistant Superintendent for Business Services and Operations and/or designee

### **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

### **Reports to:**

Reports directly to the ~~Executive Director~~Assistant Superintendent for Business Services and Operations and/or designee

### **Evaluation:**

Annual evaluation done by the ~~Executive Director~~Assistant Superintendent for Business Services and Operations and/or designee

### **Terms of Employment:**

12-month employment

### **Salary:**

Salary based upon approved salary schedule – Administrative

### **Job Code:**

Director of Human Resources

77305

Board Approved: 03/18/03

Director of Human Resources

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/15, 6/23/20, 05/30/23

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