

# **Hernando County School Board Florida**

FLSA: Exempt, Non-Union

<b>DIRECTOR OF HUMAN RESOURCES</b>
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## **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
- 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
- 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

Director of Human Resources

- 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
- Conducts training regarding policies and procedures in assigned areas
- Assist administrators in gathering evidence, analyzing reports and problem-solving employee issues
- 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 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 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 Assistant Superintendent for Business Services and Operations and/or designee

**Evaluation:**

Annual evaluation done by the 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:**

77305

Board Approved: 03/18/03

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

Director of Human Resources