

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

BUDGET ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Support the Director of Budget in managing all operations and functions consistent with District priorities and goals
- Assist with the development of the annual budget
- Analyze budget documents to identify discrepancies to ensure compliance with related policies and procedures and advise of budget changes and reclassifications if needed
- Prepare required reports on various projects, grants, and categorical programs throughout the fiscal year
- Post budget transfers as requested by schools and departments
- Create new projects and account strips in Skyward as needed; maintain/edit account strips and project codes
- Independently compose and prepare monthly budget to actual reports for Director Budget to review and for distribution to the departments
- Prepare quarterly budget amendment reports for Board approval
- Review and reconcile payroll liability accounts monthly and annually
- Prepare journal entries for budget adjustment and amendments
- Prepare annual calculations for salary increases
- Prepare end of year compensated absence report
- Act in a lead capacity and review work of and provide training to staff
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others

- All work responsibilities are subject to having performance goals and/or targets established
- Maintain focus and attention
- Other duties as assigned by the Director of Budget
- Keep Director of Budget informed of potential problems or unusual events
- Sustain focus and attention
- Perform other duties as directed by Director of Budget

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 to the Director of Budget &/or designee

Evaluation:

Evaluated by the Director of Budget &/or designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

Board Approved:

Revised:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF HUMAN RESOURCES

Required Qualifications:

- Bachelor's Degree in Education or Business
- Experience in Human Resources
- Excellent oral and written communication skills

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Computer skills
- Employee relations or human resources experience
- Master's Degree in Educational Leadership or Business
- Previous supervisory experience

Performance Responsibilities:

- Assist in Performing the planning, development and administrative functions of the human resources department
- Be responsible for coordination of the reappointment process
- Administer established procedures to conduct applicant and employee background checks
- Provide assistance to administrators in the recruitment and selection of personnel
- Maintain personnel files on prospective, present and former employees
- Provide assistance and act as a resource to administrators in the retention of personnel
- Process paperwork on teacher interns to schools for placement, maintain updated database of placement locations, set up files and return required paperwork to colleges
- Assist with coordinating recruitment activities
- Supervise and evaluate all personnel that report directly to this position
- Assist with overseeing the daily operation of the Human Resources Department
- Investigate allegations/complaints regarding substitute employees and make a determination of eligibility of continued employment
- Oversee the Teacher Certification and the Alternative Certification Programs
- Oversee the daily operations of the support complex
- Maintain SOP's and update and add new SOP's as needed
- Update the employee handbook annually
- Create agenda items as needed for the Human Resources Department and present as needed to the Board
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action

- Keep the Director of Human Resources 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 Director of Human Resources

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 Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

77308

Board Approved:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the District in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the Director of Finance
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the Director

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the District chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep Director of Finance informed of any areas of concern
- Perform other duties as assigned by Director of Finance

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 to the Director of Finance &/or Designee

Evaluation:

Evaluated by the Director of Finance &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

Board Approved:

Revised:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

Lead Certification & Data Specialist

Required Qualifications:

- High School Diploma with a minimum of 4 years certification experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- OR***
- Associate degree or equivalent from an accredited institution (2 years of college coursework) with a minimum of 2 years of certification experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Minimum of 4 years Human Resources Experience
- Experience with Employee Management Software
- Experience in analyzing data to make data-driven decisions
- Experience in communicated with a variety of audiences, orally and in writing, including electronic media

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Computer skills

Performance Responsibilities:

- Provide supervision of Data & Certification Specialist and oversee work
- Serve as team lead for employees responsible for providing guidance to instructional and administrative personnel for obtaining and maintaining certification
- Oversee, train, and delegate work to appropriate staff; and make recommendations for employment and procedures
- Establish and maintain collaborative working relationships with all stakeholders
- Plan, organize, and coordinate activities related to certification of personnel, ensuring accuracy and compliance with district, state, and federal guidelines
- Develop and implement certification policies and procedures to increase effectiveness and efficiency of certification services and make process improvements as appropriate
- Develop and implement on-boarding policies and strategies to improve Human Resource procedures
- Counsel and assist out-of-field teachers to ensure compliance with state legislation, while minimizing the number of out-of-field teachers in the District
- Collaborate with Professional Development to assist out-of-field teachers to ensure compliance with state legislation is completed

- Collaborate with Professional Development to assist endorsement programs
- Advise administrators regarding personnel certification status to recommend course placement options
- Advise administrators regarding personnel certification status as to recommendation for reappointment
- Communicate certification requirements, including any changes in district, state or federal guidelines, to various stakeholders
- Collaborate with district- and school-based administrators to identify areas of need related to teacher certification in order to provide recommended plans for retention
- Collaborate with management staff on the creation or modification of job descriptions, assist in updating job description files, and prepare related documentation for Board approval
- Update and maintain pay related control records with administrative staff and direct data entry staff of updates that need to be implemented in the district employee data system.
- Assist with annual compensation management activities, including compiling data, preparing reports, updating related system information, and auditing changes for accuracy
- Serve as a liaison to coordinate certification procedures between Human Resources, schools, departments, instructional employees and the Florida Department of Education
- Analyze applicants' and employees' certification eligibility to ensure compliance with Florida Educator Certification requirement.
- Resolve discrepancies and exceptions on all matters pertaining to teacher certification in personnel systems
- Oversee development and preparation of a variety of certification reports for ongoing customer needs
- Oversee the upkeep of all employee data entry within the employee management system.
- Update and maintain certification records within the District's employee data system
- Collaborate with Professional Development and Human Resources to retain and better assist all instructional staff
- Collaborate and assist to recruit and retain and better assist all HCSD staff
- Collaborate and assist with the selection and implementation of any and all employee management data systems
- Collaborate and assist all instructional, noninstructional, professional technical and administrative paperwork
- Assist in the preparation of updates in data sheets for all employees
- Collaborate and assist with the reappointment process
- Complete Audits of Data, Certification, & Human Resources procedures at our Charter Schools
- Keep the Director of Human Resources and the Coordinator of Human Resources informed of potential issues and unusual events
- Sustain focus and attention
- Perform other duties as assigned by Director of Human Resources and/or designee

Physical Demands:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

77337

Board Approved:

Revised:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

MANAGER OF ENVIRONMENTAL SERVICES
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Required Qualifications:

- Associate degree and five (5) years of successful experience in related field or high school diploma or equivalent and seven (7) years of experience
- Minimum five (5) years of experience in a managerial or supervisory role over ten (10) or more personnel
- Knowledge of materials, methods and practices associated with custodial and other aspects of building maintenance
- Florida driver's license

Desired Qualifications:

- Bachelor's degree
- Five (5) years of experience in a managerial or supervisory capacity over twenty-five (25) or more personnel
- Project management experience
- Possess extremely good verbal and written communication skills
- Ability to speak clearly and concisely in phone conversations and video conferences
- Ability to supervise other employees
- Ability to work with minimal direct supervision on a flexible schedule, which may include days and/or nights
- Knowledge of Florida Inventory of School Houses (FISH)

Performance Responsibilities:

- Maximize customer services to assist schools
- Ensure there is adequate personnel, space and equipment for performance of routine duties and special projects
- Monitor environmental services staff throughout the district to ensure a high quality of standards is maintained and complies with expectations
- Evaluate custodial operations through site reviews to determine efficiency of operation, cleanliness of facilities and appearance of grounds and building. Identify and inform administrators of underperforming sites and develop a corrective action, as needed
- Review findings with the school administrators on a regular basis
- Implement procedures and train employees in regard to custodial routines and work flow
- Implement, update and administer environmental services technician (EST) training courses
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity to the Executive Director of Support Operations
- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work can be completed Conduct inspections regarding sanitation, environmental, and work tasks on a routine basis to ensure consistent quality and completeness of work

- Maintain a district wide recycling program
- Assist with district environmental efforts as part of a team or committee
- Act as liaison, when needed, with site based environmental services personnel for assignment and completion of maintenance
- Act as liaison with the safety officer and environmental services staff to ensure expedient and proper assignment and completion of work tasks related to safety issues
- Manage minor construction and maintenance projects primarily related to, but not limited to flooring
- Assist with FISH data gathering and verification
- Oversee product selection of supplies and equipment
- Maintain equipment inventory for each site and recommend maintenance and replacement program
- Maintain files and supplies in assigned spaces in a neat and orderly fashion at all times
- Assist, when needed, in coordinating custodial duties and assignments with all site administrators and the Executive Director of Support Operations
- Coordinate meetings with vendors and suppliers to review new and existing custodial products
- Coordinate stocking of custodial supplies with the Purchasing Department
- Submit an annual capital equipment request list
- Set up and manage bi-annual custodial meetings and distribute minutes
- Assist in hiring of staff, when required
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee

Reports to:

Reports directly to the Executive Director of Support Operations and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Support Operations and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category E

Job Code:

81013

Board Approved:

Revised:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

TRANSPORTATION FLEET MAINTENANCE MANAGER

Required Qualifications:

- High school diploma or equivalent
- Minimum of Ten (10) years experience in the repair of gasoline and diesel engines
- Previous supervisory experience
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements or obtain CDL with proper endorsements within sixty (60) days of hire date
- Must possess a Bus Inspection Certification or obtain within one (1) year after hire date
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- Associates Degree
- Experience in management of a transportation budget in excess of \$10 million

Performance Responsibilities:

- Provide the director information about fleet maintenance needs in assisting the director with preparing the annual transportation operating and capital budgets
- Provide information to the director related to hiring, disciplinary actions and termination of fleet maintenance personnel assigned to the department
- Participate in confidential conferences, employee grievances and formal complaints with the director
- Advise the director in the evaluation of bids for repair parts, supplies and miscellaneous chemicals
- Supervise and evaluate all personnel who report to this position
- Responsible formation of on-going technician training programs and communicating concerns regarding fleet maintenance personnel to the director
- Assess vehicles and tools for determination of replacement
- Prepare specifications for purchase of new vehicles for the district
- Monitor the performance of vehicle technicians through ongoing open communications with the Shop Foremen
- Inform assigned personnel of responsibilities required by federal, state and local laws, rules, policies and practices
- Advise the director in the evaluation of bids for repair parts/supplies and miscellaneous chemicals

- Arrange repairs by contract vendors for district vehicles in accordance with approved bids
- Develop and maintain records necessary for efficient and cost-effective management of the Transportation Fleet Maintenance
- Arrange for members of the fleet maintenance staff to attend workshops or seminars designed to improve their efficiency and skills
- Work with diverse groups in a professional and courteous manner, and communicate effectively both orally and in writing
- Assist with any county emergency i.e. hurricane evacuation activities
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action
- Maintain focus and attention
- Perform other duties as assigned by the Director of Transportation 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 Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

78013

Board Approved:

Revised:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

TRANSPORTATION OPERATIONS MANAGER
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Required Qualifications:

- High School diploma or equivalent
- Minimum of Seven (7) years of transportation experience
- Previous documented supervisory experience
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- Experience with a routing and scheduling system
- Experience with management of a transportation budget in excess of \$10 million

Performance Responsibilities:

- Provide the director information about operational needs in assisting the director with preparing the annual transportation operating and capital budgets
- Provide information to the director related to hiring, disciplinary actions and termination of personnel assigned to the department
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action
- Participate in confidential conferences, employee grievances and formal complaints with the director
- Responsible for formation of ongoing safety training programs and communicating concerns of, bus operators, attendants, dispatchers, specialists, and office staff
- Assist the director by attending Board Meetings and/or Workshops, when called upon
- Inform assigned personnel of responsibilities required by federal, state and local laws, rules, policies and practices
- Supervise highly complex technical and analytical work involving the design development and implementation of computer applications, projects, and/or systems
- Develop and maintain records necessary for efficient and cost-effective management of the Transportation Department
- Organize, coordinate, and direct appropriate in-service training programs for Transportation Department employees, with special emphasis on training of bus operators
- Develop, implement, monitor and report progress on a common calendar used to coordinate the work of various groups within the Transportation Department. This includes but is not limited to: route planning for the regular, extended school year,

student census and reporting associated with the Florida Education Finance Plan (FEFP), annual evaluations, and school opening activities

- Must understand mapping and demographic strategies
- Organize and direct staff
- Responsible for communicating with both parents and students in the solution of bus problems
- Work with diverse groups in a professional and courteous manner, and communicate effectively both orally and in writing
- Develop and coordinate a program for educating students in appropriate and safe conduct procedures while at bus stops and while being transported
- Act as liaison between schools and the director
- Assist with any county emergency i.e. hurricane evacuation activities
- Maintain focus and attention
- Perform other duties as assigned by the Director of Transportation 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 Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

78013

Board Approved:

Revised:

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

VEHICLE TECHNICIAN ASSISTANT

Required Qualifications:

- High School Diploma or General Education Diploma (GED)
- Must possess a valid Class E Driver's License
- Desire to learn additional tasks through supervised performance of task
- Ability to understand and follow oral and written orders
- Demonstrate a record of safe driving
- Must have one (1) year of experience in automotive maintenance or automotive vocational school

Performance Responsibilities:

- Repair seat backs, bottoms and foam for damage and defects
- Bus tire mounting on rims, deflating returns identifying damage areas
- Clean school bus interiors
- Clean air conditioner filters
- Maintain clean tools and shop area
- Assist Parts Clerk as needed
- Assist Video Clerk as needed
- Assist Vehicle Technicians as needed with repairs
- Perform other duties as assigned by the Shop Foreman and/or designee

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the District

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Shop Foreman and/or designee

Evaluation:

Annual evaluation done by the Shop Foreman and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Non-instructional Level C

Job Code:

78025

Board Approved:

Revised: