

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### Manager, Human Resources

**Department:** Human Resources and Risk Management

**Job Code:** 1411

**FLSA:**  Exempt  Non-Exempt

**Salary Schedule:** MGMT 8B

**Reports To:** Senior Manager Human Resources

**Work Days:** 245

**Board Approved Date:** December 16, 2013

**Work Hours:** 7.5 hrs/day

**JOB GOAL:** Responsible for planning, organizing, coordinating, and monitoring specific human resources departmental functions with an emphasis on employee records management, personnel support, hiring processes, and/or substitute management while ensuring efficiency and compliance with Board and union agreements, district policies, and federal/state statutes for all employee groups in order to attract and retain a diverse, high-performing workforce.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Plan, organize, and coordinate activities of employees responsible for applicant processing, hiring, employee records management, providing personnel support, substitute placement, and/or background screening.
2. Supervise, evaluate, train and delegate work to appropriate staff; and make recommendations for employment.
3. Assist with development of departmental policies and procedures, revising procedures as needed to increase efficiency of the department's services; and ensure appropriate documentation is maintained and updated.
4. Assist with interpretation and implementation of applicable district, state, and federal policies, laws, and regulations, including union agreements and contracts.
5. Oversee various annual processes, including Layoff/Recall and appointments/non-reappointments of personnel, making recommendations for process improvements as appropriate.
6. Oversee employees responsible for employee records management, ensuring accuracy of data and compliance with all applicable laws and regulations.
7. Manage the substitute placement process, and recommend system improvements as needed.
8. Review and approve related personnel Board agenda items, including appointments, transfers, promotions, and other employee actions.
9. Communicate with other administrators, district personnel and vendors to coordinate hiring and retention efforts, resolve issues and conflicts, and exchange information.
10. Maintain contact with other school districts, colleges and universities, governmental agencies, and professional management associations to develop partnerships and keep abreast of laws, regulations, statutes, policies, current research, and best practices related to human resources.
11. Serve on multiple committees, councils, and/or task forces to support the District's vision, mission, goals and strategic priorities, which may include serving on one or more of the Board's negotiating teams to assist with the collective bargaining process.
12. Provide cost impact analysis as requested, complete required and/or ad hoc reports, and maintain department records.
13. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
14. Perform other duties as assigned

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and ability to understand and interpret applicable policies, state statutes, and federal laws and guidelines, including Florida Statutes, School Board policy, and union agreements.
- Knowledge of human resource principles
- Ability to define, implement, and integrate key human resources functions, including workflow management.
- Ability to plan and manage projects efficiently and within established timeframes.
- Ability to work collaboratively with others and facilitate groups to consensus.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.
- Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases.

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree from an accredited institution
- Three years of progressively responsible experience in human resources and/or personnel management

### PREFERRED QUALIFICATIONS:

- Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) certification and/or Certified Compensation Professional (CCP) designation
- Master's Degree from an accredited educational institution
- Experience in public education
- Experience in a supervisory role

**SUPERVISORY RESPONSIBILITY:** Direct supervision of assigned personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input checked="" type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	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 constantly to move objects.
<input type="checkbox"/>	Heavy Work	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 constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward .
O	Pulling	Using upper extremities to drag, haul, or tug objects in a sustained motion.

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)*

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Other	

### MACHINES, TOOLS, EQUIPMENT:

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

General office equipment, including personal computers, fax machines, copiers, scanners, telephones, etc

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*