

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**DIRECTOR OF HUMAN RESOURCES  
Human Resources Department**

Salary Schedule: MGMT 1	Number of Work Days as Contracted -12 Month Daily Work Hours: 7.5	FLSA Status - Exempt
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**JOB GOAL** To provide oversight to the Human Resources Department in an effort to provide leadership, support, and resources to recruit and retain a diverse and qualified staff to help Pasco County students reach their highest potential

**REQUIRED QUALIFICATIONS:**

1. a. Master’s degree from an accredited institution  
OR
- b. Bachelor’s degree, five (5) years of experience in the field of human resources and Society of Human Resource Management’s Professional in Human Resources (PHR) certification, or Senior Professional in Human Resources (SPHR) certification, or the WorldatWork Society’s Certified Compensation Professional (CCP) designation
2. Degree major in Education, Human Resources, Business Administration or a related field
3. Minimum of three (3) years of experience in a supervisory role
4. Work experience in education or human resources

**DESIRED QUALIFICATIONS:**

1. Experience in public education
2. Florida Educator’s Certification
3. Society of Human Resource Management’s Professional in Human Resources (PHR) certification, Senior Professional in Human Resources (SPHR) certification, or the WorldatWork Society’s Certified Compensation Professional (CCP) designation

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate the ability to effectively use technology in daily work
5. Demonstrate knowledge of federal rules and regulations governing the employment process
6. Demonstrate knowledge of state laws and rules governing the employment process

**REPORTS TO:** Assistant Superintendent for Administration

**SUPERVISES:** Supervisors of Human Resources  
Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Communication**

1. Assist in the interpretation and implementation of applicable District, state and federal policies, laws, and regulations to staff personnel and community
2. Prepare and present oral and written reports to the public and the School System
3. Maintain contact with other school districts, colleges and universities, governmental agencies and professional management associations in the area of personnel management
4. Communicate effectively orally and in writing
5. Use effective communication strategies to interact with a variety of audiences

**Critical Thinking**

1. Provide leadership and oversight, coordinate, and implement the Human Resources Leadership Development Plan
2. Prepare the Department Action Plan for the department
3. Assist in the identification and screening of qualified administrative applicants
4. Consult with the Board's negotiating team in preparation for collective bargaining
5. Assist in the preparation of the School Board meeting agenda and prepare appropriate reports
6. Assist in the development of administrative guidelines
7. Assist in the development of School Board policies

**Proactive Orientation**

1. Review internal personnel procedures and develop new procedures when required of when new procedures will aid in a more efficient operation
2. Anticipate problems and design processes and procedures to address them
3. Empower others to make decisions and carry out responsibilities
4. Use technology effectively

**Facilitation**

1. Assist in collective bargaining matters
2. Advise and assist school principals and department supervisors in handling technical personnel problems
3. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
4. Facilitate problem-solving by individuals or groups

**Continuous Improvement**

1. Monitor and evaluate the services of Human and develop new procedures when needed
2. Serve on committees, councils, and/or task forces
3. Set high standards and expectations for self and others
4. Supervise, provide ongoing training, coach, provide personal support and evaluate Supervisors of Human Resources and other department members

5. Keep abreast of laws, regulations, and policies in assigned area of responsibility
6. Keep up-to-date and well-informed about trends and best practices in assigned area
7. Assist school and District staff in keeping abreast of issues and requirements in assigned area

### **Technical/Professional Knowledge**

1. Direct and coordinate the planning, implementation and evaluation of human resources services which are necessary for the efficient operation of the School System
2. Assist in the process of wage and salary plan development
3. Direct the recruitment, selection, orientation, certification and assessment procedures for all employees
4. Coordinate the application process
5. Oversee the various functions of the non-instructional staffing process
6. Oversee the leave process, implementing both the Instructional Master Contract and the School Related Personnel Contract
7. Develop appropriate personnel manuals as needed to implement School Board policies, state statutes, and State Board rules
8. Provide oversight and leadership in the management and allocation and reallocation adjustments of personnel to schools and departments
9. Provide verification of records for credit and employment purposes
10. Coordinate the evaluation process for all personnel
11. Direct administrative selection, including coordinating the principal pools, director positions and some supervisor positions, and providing feedback to applicants
12. Advise and work with administrators and other employees in employment law, Board policies, Florida Statutes, and contract interpretation
13. Provide assistance in sexual harassment investigations
14. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions

### **Constancy of Purpose**

1. Serve on the School Board's negotiating team
2. Serve as a "back-up" in critical performance issues for the Director and Supervisor of Employee Relations
3. Exhibit support for the District's vision, mission, goals, and priorities
4. Exercise proactive leadership in promoting the vision and mission of the District
5. Serve on the Superintendent's Leadership Team
6. Perform other incidental tasks consistent with the goals and objectives of this position

### **Managerial**

1. Develop, recommend, and administer assigned department budgets
2. Establish and monitor a system of position control
3. Provide leadership and oversight for the development of job descriptions and evaluation systems
4. Oversee the processing of employees' paperwork for job entry and ensure the verification of experience forms for payroll purposes
5. Oversee the maintenance of official personnel files and records
6. Prepare all required reports and maintain all appropriate records
7. Schedule work and control the quality of work in the Human Resources Department

8. Serve as the Superintendent's designee as the custodian of all personnel files and records

**Decisiveness**

1. Provide for the development of professional development plans for improving performance of employees as appropriate
2. Assign special tasks in a timely manner and communicate to staff
3. Respond quickly to emergency situations
4. Respond to employee discipline concerns with swift, thorough, and appropriate investigation and recommendations