

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### HUMAN RESOURCES & BENEFITS SUPERVISOR

#### QUALIFICATIONS:

- (1) Bachelor Degree preferred. Associate Degree with five (5) years of experience will be considered.
- (2) Five (5) years of progressively responsible experience in Human Resources, Business Administration or related field to include supervisory experience preferred.
- (3) Five (5) years' experience in Skyward (preferred) or other human resources software systems.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Florida Administrative Code, State and federal rules and regulations relating to human resources, employee benefits processing and reporting. Knowledge of local policies and labor contracts relating to human resources, salary and leave administration. Ability to assign duties to subordinates and to develop and monitor schedules for completion of assignments. Knowledgeable in human resources software. Ability to perform analyses and use independent judgment to determine technical problems overseeing both human resources and employee benefits matters. Maintain integrity of confidential information relating to students, staff, or district patrons. Ability to effectively communicate to a variety of individuals in both oral and written form. Ability to provide leadership to assigned personnel.

#### REPORTS TO:

Chief Human Resources Officer

#### JOB GOAL

Under the supervision of the Chief Human Resources Officer, this confidential position will be responsible for aiding with oversight of the district's human resources and benefit functions and daily operational needs of the Human Resources Department. Ensure that controls are maintained to demonstrate compliance with local, State and Federal rules and standards.

#### SUPERVISES AND EVALUATES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- ( 1)\* Assist the Chief Human Resources Officer in the daily administration of HR services as directed or assigned.
- ( 2) Oversee generation and analysis of ad-hoc special reports pertaining to employee personnel information and data. Effectively utilize the Human Resource Information System obtain, store and analyze pertinent data and information.
- ( 3)\* Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management. Identify trends that could affect organizational objectives and/or operational resources. Interpret appropriate laws and policies and advise management, employees and retirees accordingly.
- ( 4)\* Provide leadership as a member of the HR/Benefits Department responsible for coordinating, managing and supervising to ensure effective teamwork in all HR operations.
- ( 5)\* Formulate or modify procedures to solve complex employee benefits and HR problems based on ~~new tax laws~~, policies, legislation and collective bargaining agreements.

**HR & BENEFITS SUPERVISOR (Continued)**

- (6)\* Ensure that School Board policies and government regulations are consistently applied concerning employee benefits computations and procedures.
- (7)\* Serve as Subject-Matter-Expert (SME) and liaison between various departments and schools within the District for employee benefits and HR issues. Maintain open communication with school and departments within the District.
- (8)\* Monitor compliance issues with Fair Labor Standards (Wage and Hourly Law), Florida Retirement System, as well as other federal and state agencies.
- (9)\* Develop and implement new HR and employee benefits procedures and disseminate information to schools, departments and staff within the District.
- (10)\* Demonstrate ability to become proficient in the use and understanding of new applications to provide recommendations for employee benefits and HR process improvements.
- (11)\* Create specifications for development of new employee benefits and HR processes and programs.
- (12)\* Assist the Chief Human Resources Officer with the resolution of problems, the development of enhanced security measures and the establishment of adequate internal controls.
- (13)\* Create query spreadsheets providing HR, Payroll Employee Benefits and Retirement information to assist with the overall operation, fulfill any district personnel requests and all public record requests.
- (14)\* Setup and maintain HR/employee benefits related codes in the district's software.
- (15)\* Oversee and perform end-of-year HR and employee benefits related tasks (both fiscal and calendar).
- (16) Identify/develop functions, methods or utilities within the Skyward Business Suite to ensure compliance with state statutes, district policies, and union bargaining. Identify, document, and report HR/Employee benefits relate issues. Coordinate with resources inside and outside the district to test and resolve issues.
- (17)\* Resolve discrepancies of benefit and retirement information/documentation for the purpose of ensuring accuracy of records and employee payments.
- (18) Oversee administration and reconciliation of premiums for the district's benefit programs.
- (19) Oversees annual open enrollment campaign.
- (20) Participate in professional development trainings.
- (21) Perform other duties as assigned by the Chief Human Resources Officer.

**PHYSICAL REQUIREMENTS:**

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 is required only occasionally and all other sedentary criteria are met. Some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Salary Lane: PAL3  
Approved 06/19/2018  
Revised & Approved 06/20/2023**