

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### CHIEF HUMAN RESOURCES OFFICER

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in administration and supervision, educational leadership, human resource management or other leadership certification.
- (3) Minimum of five (5) years as an administrator or supervisor.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes, State Board Rules and Federal regulations related to all aspects of Human Resources including, but not limited to, personnel, payroll, professional standards, recruitment and retention, educational equity and drug testing. Ability to communicate with a variety of audiences and provide leadership to assigned personnel. Ability to analyze, interpret, and use data in decision-making. Ability to plan, organize, and prioritize. Ability to use high level interpersonal skills in order to maintain effective working relationships. Advanced skills in problem-solving and human interaction, combined with a unique ability to handle sensitive personnel issues in a timely and professional manner. Knowledge of the interface activities between district's data systems and department data management function.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership for the planning, development, maintenance, and evaluation of the District's human resources system and human capital management plan and to support and facilitate successful personnel trainings and programs throughout the District.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Coordinate and manage the District staffing plan, and wage and salary development.
- \* (2) Coordinate the teacher certification process.
- \* (3) Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel resources.
- \* (4) Assist the superintendent in the formulation, development and implementation of personnel procedures and administrative directives to comply with School Board Policies relative to the District's Human Capital Management Plan, collective bargaining, employee relations and professional standards. Coordinate and represent the District in negotiations and its relationship with employee unions.

CHIEF HUMAN RESOURCES OFFICER (continued)

- \* (5) Coordinate and manage the function of the District's Human Resources services and Human Capital Management Plan including recruitment, employment, reappointment, performance appraisals, contracts, counseling, personnel research, payroll, benefits, unemployment compensation and retirement systems.
- \* (6) Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- \* (7) Supervise the evaluation process of all personnel within the department of Human Resources as well as overall supervision of the evaluation of all personnel within the school system.
- \* (8) Coordinate and manage the process of selection of staff and school administrative personnel.
- \* (9) Assist the Superintendent in organizational analysis and development.
- \* (10) Plan, direct and monitor the recruitment, application and employment process of certified and classified employees.
- \* (11) Monitor critical employee classifications.
- (12) Conduct, with assistance, a District orientation program for new hires.
- (13) Conduct employee adjustment counseling when desired or required.
- \* (14) Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- \* (15) Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
- \* (16) Direct and monitor the processing of leave requests in accordance with applicable laws, regulation and School Board policy.
- \* (17) Coordinate the development of job descriptions and evaluation systems.
- \* (18) Direct and monitor, in accordance with agency requirements, programs in unemployment compensation.
- \* (19) Coordinate and monitor the position control system.
- (20) Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel, and other conferences related to the personnel function.
- \* (21) Maintain regular and confidential personnel records.
- \* (22) Supervise the procuring of bids and quotations on health, life, dental, long-term disability and vision benefits for all employees.
- \* (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (24) Prepare recommendations for the Superintendent related to employee discipline, suspension and termination based upon investigative findings and applicable contract language or Florida Statutes.
- \* (25) Oversee compliance with all laws, statutes, rules, policies, and procedures governing personnel activities, (e.g., operations, retention, recruiting, governing regulations, human capital management system, equity and assessment).
- \* (26) All other duties as assigned by Superintendent or Executive Director of Leadership Development.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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.

CHIEF HUMAN RESOURCES OFFICER (continued)

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code: 3**

**Salary Lane: Non School-Based Admin AYZ**

**Approved 10/17/17**