

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

HUMAN RESOURCES OFFICER

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution
2. Certification in Educational Leadership
3. Five (5) years' experience of progressively responsible work experience in human resources, contract management, and labor relations, preferred.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws, rules, and regulations governing the management of Florida public school human resources, safety, risk management, and information technology. Ability to plan and present information to the public. Advanced skills in problem-solving, human interaction, and handling of sensitive personnel issues. Ability to work independently and make competent decisions on matters related to areas of responsibility. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state or regional functions. Ability to facilitate various groups using facilitative leadership skills. Ability to provide positive leadership and supervision to subordinates. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of computer hardware and software used to accomplish administrative and educational goals.

REPORTS TO: Superintendent

JOB GOAL

To provide support and work with a sense of uncompromising cooperation with members of the superintendent's staff to ensure a unified effort in the achievement of goals and objectives. Provide leadership in planning, coordinating, and supervising the operation of Human Resources in such a way as to enhance and promote the overall efficiency of the school system.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Manage the personnel services functions to include job descriptions, employee contracts, personnel records, retirement, substitute teacher program, leaves of absence and other personnel procedures as required.
2. Provide support to schools and departments in implementing the performance appraisal system for all employees.
3. Develop personnel procedures, policies and administrative directives as needed.
4. Oversee the timely running of jobs and reports.

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5. Coordinate with Director of Financial Services to prepare and oversee budgets for areas assigned as they relate to the District's Strategic Plan.
6. Oversee and set schedules for timely submission of all Department of Education reports as related to job.
7. Evaluate the use of hardware, software and other equipment and make recommendations for upgrades as necessary within assigned areas.
8. Monitor and approve requests for the sharing of staff data with other agencies.
9. Direct and coordinate recruitment efforts for the District, including maintenance of automated systems to support recruitment.
10. Direct and establish procedures and best practices for the receipt, maintenance and dissemination of all employment documentation for the application process.
11. Oversee and assure advertisement of position vacancies maintaining historical records.
12. Oversee and promote positive, accurate and timely communications with applicants and with employees. Implement and/or document personnel orientation efforts.
13. Supervise and assure the maintenance of job descriptions for the District.
14. Oversee the development and standardization of District-forms.
15. Serve as Custodian of Records for District's records, storage and disposal.
16. Perform other duties as assigned by the Superintendent.

Communications and Delivery

17. Provide school-level personnel with information on residency, custody rights, student- parent rights and privacy laws.
18. Serve as liaison for the District for archives, history and records management, for personnel and students.
19. Maintain contact with other districts and government agencies regarding issues in assigned areas.
20. Communicate with parents, community, advisory and business groups regarding personnel matters.
21. Submit recommendations to the Superintendent for organizational improvement, as needed.

Professional Growth and Improvement

22. Attend training sessions, conferences and workshops to keep abreast of current best practices, programs, and legal issues in areas of responsibility, as benefit to the District.
23. Establish in service programs to inform District and school personnel of policies, practices and available services.
24. Maintain a network of peer contacts through professional organizations.
25. Set high standards and expectations for self and others.

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Systemic Functions

26. Attend School Board meetings to present reports and presentations as requested by Superintendent.
27. Develops goals, objectives and policies for Human Resources, Safety, Risk Management, Information Technology, assists in wage, salary benefit administration, including Chief Negotiating responsibilities.
28. Serves as Chief Negotiator with employee bargaining representatives.
29. Coordinates all aspects of contract administration during the terms of the agreements with employer organizations and interprets the negotiated agreements to members of the staff as appropriate.
30. Develops proposals and counterproposals for negotiations and provides leadership for members of management serving on the bargaining team.
31. Develops and implements procedures to keep the School Board informed of the status of negotiations and secures School Board input for negotiations proposals.
32. Assists the Superintendent in grievance procedures; in services and guides District administrators through the grievance procedures.
33. Serves as a resource for employees and administer programs and procedures for retirement, unemployment claims, worker's compensation, and Family Medical Leave.
34. Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel, establishing and monitoring of a Position Control System.
35. Organizes the selection process to include reference checks, interview procedures, and performance activities.
36. Coordinate the employment process for new personnel. (i.e.) Contracts
37. Be knowledgeable of the systems and procedures that impact areas of responsibilities interacting with other administrators to assure articulation and efficient delivery of service.
38. Monitor the District's responsibilities regarding certification requirements of employees.
39. Monitor the substitute processes. (i.e.) Substitute Teacher and non-Instructional Programs
40. Prepare and submit, as required, reports in a timely manner and maintain all appropriate records coordinating all processes for the Equal Employment Opportunity Commission (EEOC) and the Office of Equal Employment Opportunity (OEEO).
41. Maintain regular liaison with Department of Education officials and other state agencies concerned with labor relations.
42. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
43. Perform other incidental tasks consistent with the goals and objectives of the position.

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Leadership and Strategic Orientation

- 45. Develop short-and-long range plans for the conduct, growth and improvement of department programs and services related to compliance with local, state, and federal laws, regulations and policies relative to Human Resources and assigned personnel.
- 46. Develop goals, objectives, and policies for Human Resources management which facilitate improved learning and achievement for all students enrolled in the School District of Franklin County.
- 47. Develop implementation procedures for the achievement of priority goals for the District.
- 48. Plan, recommend and implement procedures for the recruitment, selection and assignment of the best qualified teachers, administrators and support personnel. (i.e.) attend Job Fairs, advertises in local and national publications.
- 49. Report statistical and qualitative data regarding District personnel goals and programs, as required.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved plan.

EVALUATION: Annually

By Superintendent in accordance with provisions of the Board's policy on personnel.

FCSD Approval: 05/03/2023