PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0128
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, HUMAN RESOURCES SERVICES

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in the area of Educational Administration and Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Three (3) years of administrative experience in a school-based or district office assignment at the level of principal or higher.
OR
Bachelor's degree from an accredited college or university in human resource management or a related field and three (3) years of recent senior level management experience in the field of human resources with a large organization or governmental institution having 500+ employees.

Experience in human resources management. Certification in Society for Human Resources Management (SHRM), Professional in Human Resources (PHR) or equivalent, or agreement to obtain certification within two (2) years of obtaining position. Experience in dealing with employee relations issues. Demonstrated customer service skills, leadership ability, and decision-making skills.

MAJOR FUNCTION

The Executive Director, Human Resources provides leadership and management of the day-to-day operations of the Human Resources division, including Equal Opportunity, Office of Professional Standards, Employee Relations, Compensation, Professional Development and Risk Management and Insurance. The duties will be identified and assigned through a cooperative working relationship with the Associate Superintendent, Human Resources Services. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, communicating with district and school-based personnel and participating/leading the bargaining team.

ESSENTIAL RESPONSIBILITIES

- Provides leadership and overall direction of the Human Resources division in developing and implementing goals, objectives, policies, and procedures.
- Oversees the activities of employee recruitment, placement, orientation, transfers, evaluations, terminations, retirements, and records including specialized hiring such as contracted services, additional duty, hourly instructional, substitutes, supplements and extended school year.
- Assists in the development, implementation and monitoring of the District Strategic Plan and the Bridging the Gap Plan, as well as any other required plans revolving around such topics as affirmative action, equal opportunity, and equity.
- Represents the School Board in labor relations activities to include collective bargaining, grievance processing, and consultation with labor units on proposed changes in wages, hours, or terms, and conditions of employment.
- Provides contract interpretation on matters relating to personnel actions and changes affecting bargaining unit personnel.
- Leads the team of HR Partners by providing resources, training and support to effectively support their assigned schools and departments.
- Collaborates with HR Partners to effectively and efficiently communicate with schools and district leaders.
- Ensures principals and principal supervisors, key customers of Human Resources, are a primary focus for all human capital work.
- Facilitates cross-functional articulation among work teams within Human Resources.
- Provides schools and district staff with information needed to support their work regarding human capital.
- Collaborates with the academic departments and principal supervisors to build support for and successful implementation of the human capital work
- Supervises and provides support and evaluation for staff.
- Provides timely responses to inquiries received by the Associate Superintendent.
- Prepares and presents data and progress of the HR work to the school board and other stakeholders.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Responsible for department budget, inventory, personnel and all administrative duties. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 4/8/22; BOARD APPROVED: 4/26/22

EXECUTIVE DIRECTOR, HUMAN RESOURCES SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Director, Human Resources Services – Administrative