

(NEW 6-19-08)  
REVISED 11-6-09  
3-29-10  
12-13-10

## JOB DESCRIPTION

TITLE HUMAN RESOURCES MANAGER

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Human Resources, Business Administration or other related discipline; four years related experience; or equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities for this position. Word-processing and spreadsheet experience required. Ability to create and work with databases.
Language Skills	Ability to read and interpret documents such as bargaining unit contracts, governmental regulations and procedures manuals. Ability to write routine reports and correspondence. Ability to effectively present information to administrators, employees, and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra.
Certificate/License	None required.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quite.

REPORTS TO              Assigned Coordinator

#### GENERAL RESPONSIBILITIES

1. Maintains and enhances the District's human resources.
2. Manages activities within assigned Human Resources area.
3. Supervises assigned Human Resources staff.

#### SPECIFIC RESPONSIBILITIES

1. Participates in the development of department goals and objectives.
2. Monitors the effectiveness of existing policies and procedures and makes recommendations for improvement.
3. Reviews and processes Human Resources paperwork.
4. Acts as liaison with other departments, schools, divisions, organizations.
5. Ensures compliance with School Board policies, State Board Rules, Florida Statutes and Standard Operating Procedures.
6. Coordinates the hiring procedures and/or paperwork processing of employees.
7. Maintains human resource records by developing and supervising filing and documentation systems; ensures confidentiality.
8. Prepares special reports by collecting, analyzing and summarizing information and trends.
9. Participates on assigned committees.
10. Assists in developing positive labor relations by participating as an active member of the collective bargaining teams as assigned; assists in resolving grievances; advises administrators on contract issues.
11. Maintains personnel rosters and/or processes forms through position control program.

12. Supervises the preparation of portions of the Board packet.
13. Coordinates completion and accuracy of applicable procedures and paperwork.
14. Provides training to employees as needed.
15. Performs other duties as assigned.