

**SCHOOL DISTRICT OF ALACHUA COUNTY**

**MANAGER -- PERSONNEL SERVICES**

**JOB DESCRIPTION**

|                  |        |                                     |                        |
|------------------|--------|-------------------------------------|------------------------|
| <b>JOB CODE:</b> | 773302 | <b>BARGAINING UNIT ELIGIBILITY:</b> | No                     |
| <b>FLSA:</b>     | Exempt | <b>PAY GRADE:</b>                   | 29                     |
|                  |        | <b>SALARY SCHEDULE:</b>             | Professional/Technical |

**QUALIFICATIONS:**

- (1) Bachelors degree from an approved accredited educational institution;
- (2) Minimum of five (5) years experience in the field of personnel administration, K-12 administration or instruction; or
- (3) An equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of labor relations, collective bargaining, and federal/Florida law as it pertains to personnel administration. Ability to effectively manage the hiring process for the District. Effective decision-making ability within the framework of District policies, procedures, and collective bargaining agreements. Skill in researching complex issues and developing recommended actions. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to plan, supervise, organize, schedule and problem-solve. Thorough knowledge of employee classification, compensation and benefits. Excellent verbal, written, and public communication skills. Ability to promote positive working relationships with administrators, support staff and the public.

**REPORTS TO:**

Superintendent, Assistant -- Human Resources

**JOB GOAL**

To effectively manage personnel programs and services related to recruitment and selection, employment processing, and wage/salary administration for the District.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Assist in the planning, organization and administration of personnel programs and services.
- \*(2) Manage the daily operations of the Personnel Services Department.
- \*(3) Manage the employment process for substitute teachers, classroom aides, food service assistants, and custodians.
- \*(4) Administers the Family and Medical Leave Act in compliance with federal and Board policy.
- \*(5) Manage the processing of unemployment compensation claims.
- \*(6) Manage the District's annual staffing process, including annual contract non-renewals and Professional Service Contract recommendations of instructional personnel, implementation of reduction in force, and employee reassignments.

## MANAGER -- PERSONNEL SERVICES (Continued)

- \* (7) Provide guidance to administrators in the interpretation and implementation of the collective bargaining agreement and Board policies related to personnel.
- \* (8) Counsel employees and applicants to resolve employment issues.
- \* (9) Coordinate online employment application system.
- \* (10) Research and prepare responses to FCHR and EEOC charges.
- \* (11) Serve as the Human Resources contact person for charter schools and coordinate charter school monitoring for compliance in the area of human resources.
- \* (12) Keep informed and disseminate information about current research trends and best practices in areas of responsibility.
- \* (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (14) Adhere to applicable safety standards.
- \* (15) Attend all staff meetings and workshops.
- \* (16) Assist with maintaining a clean and orderly environment.
- \* (17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (18) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (20) Demonstrate initiative in the performance of assigned responsibilities.
- \* (21) Demonstrate support for the school district and its goals and priorities.
- \* (22) Exhibit interpersonal skills to work as an effective team member.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain confidentiality regarding school/workplace matters.
- \* (25) Maintain expertise in assigned area.
- \* (26) Manage time efficiently.
- \* (27) Model and maintain high ethical standards.
- \* (28) Participate in cross-training activities as required.
- \* (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (30) Represent the District in a positive and professional manner.
- \* (31) Respond to inquiries and concerns in a timely manner.
- \* (32) Prepare all required reports and maintain updated and accurate records.
- (33) Performs other duties as assigned.

*\*Essential Performance Responsibilities*

### **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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**MANAGER -- PERSONNEL SERVICES (Continued)**

**EVALUATION:**

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

**Job Description Addendum No. 05**

Adopted 10/19/10