



MANAGER – HUMAN RESOURCES SERVICES

SUMMARY/SCOPE/GOAL

To assist in the planning, coordinating, and managing the operations of Human Resources administrative functions in compliance with laws, policies, and rules in a manner that will enhance the human capital of the organization and promote employee morale.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Education, Business, Human Resources Management, or a related field from an accredited institution.
- Minimum three (3) years' related experience in Education, Business, Human Resources and/or personnel management or related field.

PREFERRED/DESIRED:

- Master's degree in Human Resources or related field preferred.
- Three (3) years' supervisory experience preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

- Certification in Educational Leadership, Administration/Supervision, Professional in Human Resources (PHR), SHRM Certified Professional (SHRM-CP), SHRM Senior Certified Professional (SHRM-SCP), Senior Professional in Human Resources (SPHR) preferred.
- Certification, major, or specialization in Human Resources, Administration/Supervision, Educational Leadership, Education, Business Administration, or related field preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assist the Deputy Superintendent in the formulation, development, and implementation of procedures to comply with rules and policies adopted by the School Board that are related to human resources.
2. Assist with the preparation of the School Board meeting agenda, preparing personnel items of routine and priority nature, as well as timely reports.
3. Develop, implement, coordinate, and maintain an effective applicant and vacancy tracking system, employment, and reappointment process for the district.
4. Supervise and confirm accuracy of the placement of administrative, support, and instructional staff on the appropriate salary schedule.
5. Implement and manage compensation design programs and protocols, act on and implement changes and revisions to laws and regulations, including changes in the Fair Labor Standards Act.
6. Develop, plan, and direct the District's compensation strategies and activities designed to enhance the District's ability to attract, hire, and motivate qualified employees.

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7. Direct compensation activities associated with instructional and non-instructional employees.
8. Direct pay and job equity systems and processes necessary to ensure financial responsibility for cost of human resources to the district.
9. Evaluate and develop opportunities for enhancing compensation communications throughout the district.
10. Administer and supervise the established procedures to conduct applicant/employee background checks.
11. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
12. Develop, implement, and maintain a cross-functional New Employee Orientation program.
13. Develop, implement, and manage the job description revision and update process for the District.
14. Develop and maintain a centralized Human Resources Services Standard Operating Procedures manual for all Human Resources functions.
15. Assist in preparation of reports as necessary and required of the personnel division.
16. Manage the online substitute system and the online substitute training system.
17. Review internal personnel procedures and develop new procedures when required or when new procedures will aid a more efficient operation.
18. Enforce, interpret, and explain personnel services policies and procedures.
19. Serve as Human Resources Services representative on various District special committees and advisory groups as assigned.
20. Manage the Human Resources Services division Strategic Planning process.
21. Perform other duties as assigned.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Excellent communication skills, both verbal and written; knowledge of human resources personnel functions, including, but not limited to vacancies, job advertisements, career ladders, onboarding, and training; knowledge of various pay plans including, but not limited to merit pay, incentive and variable pay, performance pay, and skill-based pay. Ability to research various methodologies for obtaining data and information relative to human resources and compensation issues. Must be knowledgeable in pay plan design including systemic compensation structure and processes; ability to design and implement innovative human resources plans and procedures. Proficiency in Microsoft Excel and Word software applications. Knowledgeable in federal, state, and district statutes and school board policies as they relate to human resources services functions; must have demonstrated leadership and ability to manage a departmental budget. Knowledge of the Fair Labor Standards Act.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to

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use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Human Resources
TITLE CODE:	CXXXX	CONTENT BY:	Beth Thedy, Ed.D.
GRADE:	24	COMPENSATION:	Ellie Kelly
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 12/15/2020	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0		Initial Release	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.