



# MANAGER – HUMAN RESOURCES SERVICES AND PROJECT MANAGEMENT

## SUMMARY/SCOPE/GOAL

To assist in the planning, coordinating, and managing the operations and projects 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 Chief Human Resources Officer 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 tracking system, employment, and reappointment process for the district.
4. Complete Human Resources projects by coordinating resources and timetables across multiple departments and organizations/vendors.
5. Delegate tasks on the project to employees best positioned to complete them.
6. Verify project results by conducting tests and audits.
7. Manage the Division of Human Resources Services strategic planning process.

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8. Develop, compile, process, and maintain the ongoing Board policy revisions to ensure District compliance with all local, state, and federal rules and regulations.
9. Develop, implement, coordinate, and maintain a paperless employee document file.
10. Respond to District auditors to review and revise the internal audit report for the Division of Human Resources Services.
11. Evaluate and develop opportunities for enhancing communications about District retirement and leave processes, benefits, and guidance.
12. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
13. Manage and maintain the District's cross-functional New Employee Orientation program.
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 Human Resources Services division.
16. Manage internal personnel procedures and develop new procedures when required or when new procedures will aid a more efficient operation.
17. Enforce, interpret, and explain personnel services policies and procedures.
18. Serve as Human Resources Services representative on various District special committees and advisory groups as assigned.
19. 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. Ability to research various methodologies for obtaining data and information relative to human resources and compensation issues. Must be knowledgeable in and have 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 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.

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**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 as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**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:**

<b>DIVISION:</b>	Human Resources	<b>DEPARTMENT:</b>	Human Resources
<b>TITLE CODE:</b>	C2529	<b>CONTENT BY:</b>	Beth Thedy, Ed.D.
<b>GRADE:</b>	24	<b>COMPENSATION:</b>	Ellie Kelly – Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	submitted 6/14/2022	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/15/20	Initial Release	Human Resources
1.1	12/17/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
1.2	6/14/22	Revised Performance Responsibilities	Karyle Green, PSLR

*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.*