



## **MANAGER - EMPLOYMENT**

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### **SUMMARY/SCOPE/GOAL**

To provide overall supervision of employment functions including maintenance of personnel records pursuant to School Board policies and state regulations; coordinate procedures for employee payment with payroll and educational technology; provide highly responsible clerical, administrative, supervisory support in an accurate, timely, and confidential manner to the Director of Labor Relations and Human Resources.

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### **QUALIFICATIONS**

#### **EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:**

##### **REQUIRED:**

- Bachelor's degree from an accredited educational institution.
- Minimum of three (3) years' experience in Human Capital Management and personnel programs; minimum of two (2) years' supervisory experience.

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##### **PREFERRED/DESIRED:**

#### **CERTIFICATIONS/LICENSES/TRAINING:**

##### **REQUIRED:**

- Valid Florida State Driver's License.

##### **PREFERRED/DESIRED:**

### **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. Develop and implement procedures to improve efficiency and service to school and departments.
2. Clear instructional and support appointees for employment.
3. Coordinate procedures for payment of all employees with payroll and educational technology according to adopted salary schedules.
4. Coordinate procedures for annual reappointment of all employee and issues contracts and reappointments letters accordingly (including summer programs).
5. Consult with principals and department heads in areas related to effective human capital management; consult with employees on personnel matters.
6. Monitor, revise and supervise all hiring and recruitment processes for compliance with all local, state, and federal laws and company policies and standards.
7. Create and maintain processes and systems related to applicant/candidate experience, new hires, personnel record keeping and internal audit processes.
8. Approve the processing of appointments, reclassifications, transfers, and resignations for all personnel.
9. Supervise the maintenance of employee records necessary to comply with state statutes, federal law and regulations, and School Board policies and procedures.
10. Supervise and mentor assigned personnel; assign tasks, monitor performance, and provide feedback to encourage and support professional growth.
11. Coordinate the implementation of programs affecting personnel.

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12. Prepare and maintain statistical information necessary to complete various state, federal, and local reports.
13. Maintain files of statistical information for research; compile local reports.
14. Prepare information packet of administrative, instructional, and support appointments and other transactions for School Board Agenda.

### **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:**

Knowledge of laws and rules governing/affective personnel practices; knowledge of bargaining unit agreements. Thorough knowledge of the clerical details of office practices, procedures, and methods, and of the various phases of personnel administration applicable to School Board personnel. Ability to: assume administrative responsibility; express ideas clearly, concisely, and effectively, orally and in writing; deal effectively with officials, department heads, employees, and the public; plan, assign, supervise, and review work of subordinates. Skill in the application of modern clerical and administrative techniques and practices as they apply to personnel administration is required.

#### **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.

#### **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.

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**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>	C2515	<b>CONTENT BY:</b>	Deputy Superintendent/Chief Human Resources Officer
<b>GRADE:</b>	24	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	<u>submitted 6/14/2022</u>	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 hrs. – 12 Mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2/20/2003	Developed	Associate Superintendent – Human Resources Services
1.1	4/17/2005	Revised	
1.2	4/20/2015	Revised	
1.3	3/01/2021	New Format	Ellie Kelly – Human Resources
1.4	12/17/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
1.5	<u>6/14/2022</u>	<u>Revised relevant experience and essential functions</u>	<u>Karyle Green - PSLR</u>

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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.