

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, HR Personnel Staffing and Support Services

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Bachelor's Degree preferred with a major or specialization in Human Resources, Education, Business Administration, or related field.
- Minimum of five years' experience in human resources or personnel management.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to departmental job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize.
- Ability to analyze, interpret and use data in decision-making.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Assistant Superintendent of Human Resources and Professional Standards
SUPERVISES Assigned Personnel

POSITION GOAL

To assist in planning, coordinating, and managing the operations of Human Resources administrative functions with emphasis on HR employment processing and the annual reappointment and rollover process.

PERFORMANCE RESPONSIBILITIES

1. * Manage the District's instructional and educational support professional staffing process with administrators and support staff.
2. *Develop, implement and manage an effective centralized employment application/screening process.
3. *Interview and screen instructional and educational support professional personnel to fill anticipated vacancies.
4. *Evaluate transcripts, test scores and out of state certificates to determine applicant certification eligibility.
5. *Manage the human resources reception area and related functions.
6. *Manage all aspects of job vacancy postings which include the Job Hotline and the district website.
7. *Manage all human resources aspects of the New Employee Orientation program and conduct presentations.
8. *Manage the processing of instructional and educational support professional applications for personnel positions.
9. *Assist school administrators with the selection of personnel to fill vacancies when requested and provide final clearance to hire.
10. * Manage the SCPS Education Practices Commission database in determining applicant employment ineligibility.
11. *Assist the Executive Director with the preparation and re-evaluation of job descriptions.
12. *Monitor job descriptions to assure compliance with the Americans with Disabilities Act of 1990.
13. *Maintain existing job descriptions in a format electronically accessible to district and school personnel.
14. *Review internal personnel procedures and develop new procedures when required or when new procedures will aid in a more efficient operation.
15. *Write and edit human resources handbooks detailing departmental procedures as applicable to district cost centers.
16. *Prepare and provide training presentations detailing departmental procedures as applicable to district cost centers.
17. *Maintain existing human resources forms in a format electronically accessible to district and school personnel and provide training as necessary.
18. *Assist in preparation of reports required of personnel division.
19. *Assist in preparation of job-related recommendations for the regular and special meetings of the School Board.
20. * Provide personnel data for the development and updating of support personnel services district wide.
21. * Serve as the Human Resources functional specialist for modifications and/or upgrades to computer operating systems

MANAGER, HR Personnel Staffing and Support Services, Page 2

relating to the on-line employment application and resume submission processes and to PeopleSoft recruitment and applicant processes.

22. * Manage the full pay clearance process for instructional new hires and substitute teachers.
23. * Counsel applicants who have not been cleared by Human Resources to achieve a cleared employment application.
24. * Administer and disseminate to cost center supervisors the District's Interview Clearance Forms for all vacancy advertisements.
25. * Effectively implement and manage a centralized substitute system and manage the instructional substitute process.
26. * Manage the on-line substitute teacher training registration process.
27. * Administer the District's OPS staffing needs.
28. * Manage the E-Verify system as the Program Administrator by registering new users, creating user accounts, creating E-Verify cases, viewing reports, updating profile information and resetting user passwords.
29. * Manage database of expiring Employment Authorization Documents on current employees, make timely notifications and re-verify employment authorization as outlined in the I-9 Employer's Handbook from U. S. Citizenship and Immigration Services.
30. * Identify and pursue areas of professional growth.
31. Perform other duties as assigned by the Assistant Superintendent of Human Resources and Professional Standards.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$58,222 - \$91,659

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7730
Job Code 1424
Survey Code 77310

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Mark Russi
Position Description Prepared by Mark Russi

BOARD APPROVED

April 24, 2012
March 25, 2003
February 23, 1999