

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER I, Human Resources

QUALIFICATIONS

- Associate's Degree required. Bachelor's Degree or higher preferred.
- Two (2) years' experience in human resources or an equivalent combination of training and/or school/district level experience.

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 Assigned HR Manager
SUPERVISES Assigned Personnel

POSITION GOAL

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

PERFORMANCE RESPONSIBILITIES

1. *Assist with the coordination and supervision of the daily activities of the Personnel Specialists to facilitate an effective timeline for processing employee transactions.
2. *Assist with the managing and processing of the edit programs that are associated with the activity of daily transactions.
3. *Assist with the preparation of personnel recommendations for regular and special meetings of the School Board.
4. *Assist with the development and delivery of training programs for Human Resources Systems users.
5. *Assist with the coordination and management of the personnel employment processes.
6. *Assist with the annual reappointment process and assist with the unassigned employee placement process.
7. *Prepare correspondence relative personnel matters.
8. *Assist with coordination and preparation and distribution of printed materials required to disseminate information in an effective and timely manner.
9. *Assist in preparation of reports for statistical information.
10. *Maintain open communication between Human Resources Personnel Services and cost center supervisor.
11. *Assist with the development and implementation of personnel procedures and policies. Initiate recommendations for improving services regarding personnel processes that are performed using the computer system.
12. *Assist with coordination and prepare Sick Leave Bank correspondence and counsel Sick Leave Bank recipients regarding leave of absence.
13. *Assist with coordination of the staffing of the Educational Support Center's switchboard.
14. *Assist with the scheduling of appointments to meet with people requesting to view Human Resources personnel files.
15. *Assist with the timely flow of applications for certificates from the District to the Bureau of Teacher Certification.
16. *Assist recruitment efforts with the Student Support Services department to fill critical needs.
17. *Assist with providing counsel to teachers and/or applicants regarding teacher certification policies and requirements.
18. *Assist as a liaison between the District, the State Department of Education, and schools of higher education to establish coursework to meet State certification laws.
19. *Assist with preparing certification reports.
20. *Assist cost center supervisors with teacher certification (degreed and non-degreed) information.

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21. *Assist with the collection, analyzing, and compiling data for District Out-of-Field reports.
22. *Assist with evaluating transcripts and course descriptions to meet State certification rules.
23. *Assist with the placement of university and college junior and senior interns.
24. *Assist with trainings and dialog with various departments in the District relating to changes in State certification rules and laws.
25. *Assist with the District's instructional and educational support professional staffing process with administrators and support staff.
26. *Assist with the evaluation of transcripts, test scores, and out of state certificates to determine applicant certification eligibility.
27. *Assist with all aspects of job vacancy postings.
28. *Assist with the processing of instructional and educational support professional applications for personnel positions.
29. *Assist with the SCPS Education Practices Commission database in determining applicant employment ineligibility.
30. *Assist with the monitoring of job descriptions to assure compliance with the Americans with Disabilities Act of 1990.
31. *Assist with maintaining existing job descriptions in a format electronically accessible to District and school personnel.
32. *Assist with maintaining existing Human Resources forms in a format electronically accessible to District and school personnel and provide training as necessary.
33. *Assist with managing the full pay clearance process for instructional new hires and substitute teachers.
34. *Assist with managing a centralized substitute system and manage the instructional substitute process.
35. *Assist with the on-line substitute teacher training registration process.
36. *Assist with 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.
37. *Assist with managing the 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.
38. Perform other duties as assigned by the assigned Human Resources Manager.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE AO-15-I \$35,712 - \$57,250 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 1373 Survey Code 77310	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Boyd Karns Position Description Prepared by Boyd Karns	BOARD APPROVED April 27, 2021 Previous Board Approval
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The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.