

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, HR Personnel Services Systems and Operations

#### QUALIFICATIONS

- Bachelor's Degree required.
- Major or specialization in Human Resources, Education, Business Administration or related field preferred.
- 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** Executive Director 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. \* Serve as the Human Resources Personnel Services Systems and Operations functional specialist on the PeopleSoft conversion team.
2. \* Coordinate and supervise the daily activities of the Personnel Specialists to facilitate an effective timeline for processing employee transactions.
3. \* Develop and maintain the Human Resources systems tables as required.
4. \* Manage and process the edit programs that are associated with the activity of daily transactions.
5. \* Manage the preparation of personnel recommendations for regular and special meetings of the School Board.
6. \* Develop and deliver training programs for Human Resources Systems users.
7. \* Coordinate and manage the personnel employment processes.
8. \* Manage the annual reappointment process and assist with the unassigned employee placement process.
9. \* Interpret Human Resources guidelines for potential step placement of employee.
10. \* Evaluate the step placement for new hires submitting experience to the district.
11. \* Prepare correspondence relative personnel matters.
12. \* Coordinate the preparation and distribution of printed materials required to disseminate information in an effective and timely manner.
13. \* Conduct New Employee Orientation programs as assigned.
14. \* Assist in preparation of reports for statistical information.
15. \* Enforce, interpret, and explain personnel services policies and procedures.
16. \* Maintain open communication between Human Resources Personnel Services and cost center supervisor.
17. \* 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.

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- 18. \* Serve as personnel services representative on special committees and advisory groups as assigned by the Executive Director of Human Resources and Professional Standards.
- 19. \* Coordinate and Prepare Sick Leave Bank correspondence and Counsel Sick Leave Bank Recipient's regarding leave of absence.
- 20. \* Coordinate the staffing of the Educational Support Center's Switchboard.
- 21. \* Supervise the Human Resources File Room Functions.
- 22. \* Manage the processing of Subpoenas and Public Records Requests related to the copying of Personnel Files.
- 23. \* Schedule appointments to meet with people requesting to view Human Resources Personnel Files.
- 24. Perform other duties as assigned by the Executive Director 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

**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-12-G \$52,937 - \$83,341**  
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 1474  
Survey Code 77310

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

April 24, 2012

ADA Information Provided by EMC  
Position Description Prepared by Ron Pinnell