

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, Position Management and Staffing Services

#### QUALIFICATIONS

- Bachelor's Degree required. Major or specialization in Human Resources, Education, Business Administration or related field preferred.
- Five (5) 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** Director, Staffing/Position Management/FTE  
**SUPERVISES** Assigned Support Staff

#### POSITION GOAL

***To assist in planning, coordinating, and managing the operations of Human Resources administrative functions with emphasis on position management, professional staffing, and support services.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Manage District's position management process for all staffing.
2. \*Prepare allocations in position management for annual employee reappointment process.
3. \*Process extended contracts for all entities, which includes balancing the budget for payroll.
4. \*Process all projects included in position management and work with Finance to maintain a balanced budget.
5. \*Balance target position budget for all employees and create associated benefits.
6. \*Maintain contracted services and work with Custodial Services to maintain a balanced budget.
7. \*Approve and process leave requests, including exception days and Family Medical Leave Act (FMLA), in accordance with laws, rules, union contracts, and School Board policy.
8. \*Run human resources processes, edits, and reports as assigned.
9. \*Manage Sick Leave Bank.
10. Perform other duties as assigned by the Director, Staffing/Position Management/FTE.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

# MANAGER, Position Management and Staffing Services, Page 2

## 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.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**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 \$57,080 - \$89,862**  
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 Vary  
Job Code 1372  
Survey Code 77310

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

February 23, 2021

ADA Information Provided by Boyd Karns  
Position Description Prepared by Boyd Karns