

TITLE: Assistant Director, Personnel Services

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Personnel Management or ten (10) years progressively responsible experience in personnel management.
2. Certificate of completion from the Florida Department of Education District Partnership Training Program for teacher certification or the ability to obtain.
3. Demonstrated oral and written communication skills.
4. Demonstrated skills in continuous improvement processes such as Quality, Best Practices and Interest-Based Problem Solving.
5. Demonstrated ability to work with diverse groups.
6. Knowledge of and the ability to read and interpret federal and state regulations related to personnel management.
7. Ability to define, implement and integrate key human resources functions, including workflow management.
8. Ability to utilize and implement technology resources and applications related to office and systems procedures.
9. Demonstrated ability to recruit, select, manage and evaluate personnel.
10. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Director, Personnel Services and/or Designated Administrator

JOB GOAL: To plan, coordinate and provide assistance related to Personnel Services functions in order to ensure compliance and effective and efficient processes.

ESSENTIAL FUNCTIONS:

1. Plans and coordinates internal personnel procedures, which may include development, documentation, implementation, evaluation, and revision of procedures as needed to increase efficiency of the department's services.
2. Plans and coordinates department workflow, which may include development, design, implementation, evaluation and revision of forms and processes as needed.
3. Plans and coordinates annual and other recurring processes to ensure timeliness and compliance.
4. Monitors and tracks compliance with federal and state statutes, State Board rules, District Board Policy, court decrees and bargaining agreements, including *No Child Left Behind Act*, ESOL, FTE, experience credit, legislative bonuses, teacher certification, licensing and credentialing and eligibility for employment.
5. Communicates rules, processes, and procedures regarding compliance issues to District administrators and employees; conducts group training when needed; makes

- information available via website and other means; and provides assistance on an individual basis as needed.
6. Serves as liaison with Florida Department of Education and other state agencies, charter schools and colleges and universities.
 7. Stays abreast of legislative changes, statutes, rules and policies.
 8. Manages the job vacancy, application, and applicant tracking processes.
 9. Reviews and authorizes various employment actions including hires, transfers, and assignments.
 10. Assists in supervising employees in the Personnel Services department.

OTHER RESPONSIBILITIES:

Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position.

PHYSICAL REQUIREMENT:

Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 10-25-05