



# DIRECTOR HUMAN RESOURCES SERVICES

## SUMMARY/SCOPE/GOAL

To assist in the planning, coordinating, and managing the operations and projects of Human Resources administrative functions in compliance with laws, policies, and rules in a manner that will enhance the human capital of the organization and promote employee morale. Oversee the design, implementation, and administration of programs and policies to attract, retain, and motivate top talent while adhering to budgetary constraints and regulatory compliance.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's degree in Education, Business, Human Resources Management, or a related field from an accredited institution.
- Minimum three (3) years' related experience in Education, Business, Human Resources and/or personnel management or related field.

#### PREFERRED/DESIRED:

- [Click or tap here to enter text.](#)

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Proficiency in HRIS and data analysis tools.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Proven leadership experience, including team management and development.
- Ability to maintain confidentiality and handle sensitive information with integrity.

#### PREFERRED/DESIRED:

- Valid State Driver's License
- Certification Compensation Professional (CCP) designation highly desired.
- Certification, major, or specialization in Human Resources, Administration/Supervision, Educational Leadership, Education, Business Administration, or related field preferred.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Assist the Assistant Superintendent Human Resources Services in the formulation, development, and implementation of procedures to comply with rules and policies adopted by the School Board that are related to the assigned human resources services.
2. Develop, implement, coordinate, and maintain an effective vacancy tracking system.
3. Manage and confirm the accuracy of the placement of administrative, support and instructional staff on the appropriate salary schedule.
4. Implement and manage compensation design programs and protocols, act on and implement changes and revisions to laws and regulations, including changes in Fair Labor Standards Act.

## DIRECTOR HUMAN RESOURCES SERVICES

5. Develop, plan, and direct the District's compensation strategies and activities designed to enhance the District's ability to attract, hire and motivate qualified employees.
6. Direct employee compensation activities including salary schedules, pay plans, job descriptions, supplements, and data analysis related to compensation.
7. Direct pay and job equity systems and processes necessary to ensure financial responsibility for cost of human resources to the district.
8. Evaluate and develop opportunities for enhancing compensation communications throughout the district.
9. Evaluate and update the position control system for the District.
10. Plan and coordinate the District's staffing plan.
11. Develop and implement differentiated staffing protocols.
12. Coordinate with financial services division to ensure accuracy of budgeted allocations, expenditures, and salaries.
13. Develop, implement, and manage the job description revision and update process for the District.
14. Assist in preparation of reports as necessary and required of the personnel division.
15. Manage teacher certification activities including initial, temporary, and renewals District-wide including add-on and National Board Certification.
16. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
17. Perform other duties as assigned.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Excellent communication skills, both verbal and written; knowledge of human resources personnel functions, including, but not limited to vacancies, job advertisements, career ladders, certifications, onboarding, and training. Ability to research various methodologies for obtaining data and information relative to human resources and compensation issues. Must be knowledgeable in and have ability to design and implement innovative human resources plans and procedures. Proficiency in Microsoft Excel and Word software applications. Knowledgeable in federal, state, and district statutes and School Board policies as they relate to human resources services functions; must have demonstrated leadership and ability to manage a departmental budget. Knowledge of the Fair Labor Standards Act.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to

## DIRECTOR HUMAN RESOURCES SERVICES

use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

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

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Human Resources	<b>DEPARTMENT:</b>	Human Resources
<b>TITLE CODE:</b>	D0207	<b>CONTENT BY:</b>	Assistant Superintendent Human Resources Services
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Director Professional Standards and Labor Relations
<b>LAST BOARD APVD:</b>	4/23/24	<b>CLASSIFICATION:</b>	Assistant Superintendent Human Resources Services
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/10/2024	Developed	Assistant Superintendent Human Resources Services
1.1	4/23/2024	Board Approved	Board

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*