



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Chief Human Resources Officer		Board Approved: March 17, 2009
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Superintendent
May be assigned as: 12-month		

GENERAL DESCRIPTION

To serve as a staff officer to the Superintendent including, but not all inclusive of keeping them informed as to the human resource status of the school system, providing advice as to the wise use of personnel of the District, recommending changes in policy and practice in consideration of legal requirements, and assisting in the Human Resource Services. Direct personnel services for the District in compliance with law, policy and regulations in a manner that will enhance the human assets of the organization and promote employee morale.

KEY RESPONSIBILITIES

- To coordinate and manage the district staffing plan, and wage and salary development.
- To coordinate the teacher certification process.
- To provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel resources.
- To assist in the process of collective bargaining and employee relations.
- To coordinate and manage the function of personnel services for the school district including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation, retirement systems and compensation systems.
- To assist in the preparation of the school board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- To supervise the evaluation process of all personnel within the division of personnel services as well as overall supervision of the evaluation of all personnel within the school system.
- To coordinate and manage the development and implementation of personnel policies and procedures.
- To plan, direct and monitor the application and employment process of certified and classified employees.
- To plan and direct recruitment programs for certified and classified employees and monitor critical employee classifications.
- To conduct, with assistance, a district orientation program for new teachers.
- To conduct employee adjustment counseling when desired or required.
- To prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- To serve as advisor to supervisory personnel in the personnel problems in their area of responsibility.
- To direct and monitor the processing of leave requests in accordance with law, regulation and school board policy.
- To coordinate the development of job descriptions and analysis systems.
- To direct and monitor, in accordance with agency requirements, programs in unemployment compensation.

To coordinate and monitor the position control system.

To conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel and other conferences related to the personnel function.

To use effective positive interpersonal communication skills.

To perform other incidental tasks consistent with the goals and objectives of this position.

Perform other duties as assigned by the Supervisor.

CLASS SPECIFICATION

Position Title: Chief Human Resources Officer	Reports to: Superintendent	Position Level: Administrative Salary Schedule
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's degree from an accredited educational institution, which must include course work in school administration, human resource management, or public business administration, or J.D. from an accredited law school.
<i>Work Experience:</i>	Minimum of ten year's experience which includes educational and personnel management, five of which must have been in a management position.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department/facility/school. Position duties may include responsibility for developing strategic plans for one or more facilities/schools.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision-Making:</i>	Highly Complex: Supervision is available to review established departmental, facility or school-wide objectives. Independent judgment is required to recommend departmental, facility or school-wide objectives, evaluate new approaches to problem solving and assess changing facts or conditions.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence. Involving considerable tac discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional disciplines and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.