

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF HUMAN RESOURCES

Required Qualifications:

- Bachelor's Degree in human resources, business, education or related field
- Must have successfully held previous leadership role
- Knowledge of applicable Florida Statutes and adopted School Board policies
- Excellent oral and written communication skills

Desired Qualifications:

- Master's Degree
- Experience in human resources
- Training in conducting comprehensive employee misconduct investigations
- Florida certification in educational leadership
- Certification as a Professional or Senior Professional in Human Resources

Performance Responsibilities:

- Perform the planning, development and administrative functions of the Human Resources Department
- Maintain personnel files on prospective, current and former employees of the school district
- Support the coordination of the reappointment process
- Coordinate the performance appraisal system for all employees and ensure compliance with all evaluation procedures
- Create agenda items as needed for the Human Resources Department and present as needed to the Board
- Supervise and evaluate all personnel that report directly to this position
- Oversee the daily operation of the Human Resources Department and Support Complex
- Serve on committees and attend professional seminars, educational workshops, and review professional publications, as necessary, to maintain and update professional and technical knowledge
- Directs the investigations regarding violations of Code of Ethics, School Board policy, Florida Statute, EEOC issues, etc.
- Directs and/or conducts bullying/harassment complaints at the district office level
- Conducts employee pre-determination meetings
- Oversees the Professional Improvement Plan Process
- Conducts training regarding policies and procedures in assigned areas
- Direct the intake of investigations, including but not limited to employee misconduct, fraud, abuse and ethical violations
- Assist administrators in gathering evidence, analyzing reports and problem-solving employee issues

Director of Human Resources

- Advise administrators on the appropriate disciplinary actions within approved guidelines, policies and statutes
- Conduct investigations as assigned in a timely manner
- Prepare comprehensive investigative reports including findings and recommendations
- Make recommendations to the Executive Director of Business Services regarding investigation findings and outcomes
- Coordinate with the Florida Department of Education, when appropriate, regarding teacher misconduct and certification issues
- Provide training to administrators regarding proper investigatory procedures
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Prepare and administer the department's annual budget
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Administrative

Job Code:

77305

Board Approved: 03/18/03

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/15, 6/23/20, 05/30/23

Director of Human Resources