

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

SUPERVISOR OF HUMAN RESOURCES

Required Qualifications:

- Bachelor's Degree from an accredited institution in human resources, business, education or related field
- Knowledge of School Board policies and disciplinary procedures
- Demonstrated ability to exercise good judgment and maintain consistency in decisions and outcomes
- Ability to effectively communicate with diverse groups, both orally and in writing
- Must possess a valid Florida Driver's License

Desired Qualifications:

- Supervisory and/or management experience in the public sector

Performance Responsibilities:

- Support the planning, development and administrative functions of the Human Resources Department
- Oversee the implementation of Standard Operating Procedures (SOPs) and review for changes according to policy updates
- Investigate allegations/complaints regarding substitute employees and make a determination of eligibility of continued employment and service to the HCSD
- Assist with training regarding policies and procedures in assigned areas
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Oversee the Teacher Certification and the Alternative Certification Programs
- Provide assistance to administrators in the recruitment and selection of personnel
- Responsible for the coordination of the reappointment process
- Prepare personnel recommendations for School Board meetings
- Serve on committees and attend professional seminars, educational workshops, and review professional publications, as necessary, to maintain and update professional and technical knowledge
- Supervise assigned staff, conduct annual evaluations, and make appropriate personnel recommendations
- Coordinate the district's retention program
- Maintain and analyze retention data
- Assist with and participate in predetermination meetings
- Provide leadership and direction for assigned areas of responsibility
- Keep the Director of Human Resources of all ongoing situations, programs, changes and practices in the areas of assigned responsibility

Supervisor of Human Resources

- Perform other duties as assigned by the Director of Human Resources 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 Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based on approved salary schedule – Professional/Technical/Supervisory Level G

Job Code:

77333

Board Approved: 6/10/14
Revised: 06/23/20, 05/30/23