

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Supervisor, Human Resources

Date Prepared: 11/17/2010; 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
594	Employee Contract Administration	Interpret all employee collective bargaining contracts.
591	Employee Certification	Administer testing to, and certify applicants for positions requiring district certification. Includes application, testing, verification of credentials, etc.
611	Potential Employee Background Checking	Includes fingerprinting and other methods for verifying experience, credentials, and other characteristics of potential employees.
598	Employee Relations	Assist employees in resolving job related and professional problems. Assist in career development. Includes grievances.
042	Document Processing	Complete and process applications or forms, excluding funded program items.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
596	Personnel Records	Maintain applicant flow and employee personnel and salary records. Includes eligibility results.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.

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Activity Name (cont.)

074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.)
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
612	Litigation Assistance	Participate in legal matters involving workman's compensation, unemployment compensation, arbitration, unfair labor practices, personal injury, and related matters.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
504	Forms Design	Design and compile forms, brochures, etc.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with six years related experience; or A.A. Degree with eight years related experience; or High School Diploma or equivalent with ten years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	11/17/2010; 07/01/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Decision making • Delegation • Individual/group leadership • Interpersonal (working with groups) • Knowledge of Business/organizational systems • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting/finance • Advanced math - algebra, statistics, geometry • Architecture • Bookkeeping • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering • Graphic arts • Landscaping • Good Judgment • Work standards • Integrity 		

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Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting - placing your body in a chair, bending at the waist, with your knees bent and back straight 		