

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA**



***BOARD AGENDA ITEM SUMMARY***

**CONSIDER APPROVAL OF JOB DESCRIPTIONS**

**I recommend the School Board approve the job descriptions as submitted.**

CHIEF ACADEMIC OFFICER

- A) Chief of Human Resources
- Revise existing job classification, Chief Officer of Human Resources, currently assigned to Salary Level 12.
  - **Plans, organizes, manages and directs program activities related to overall Human Resources functions.**
  - Fiscal impact of \$129,660, including benefits, for FY2006 to be funded from upcoming reorganization of Human Resources Division.

CHIEF OPERATING OFFICER

- B) Chief Negotiator
- Reactivate and revise job classification, Chief Negotiator, and assign to Salary Level 11.
  - **Plans, organizes and conducts negotiations with all collective bargaining units and other employee groups.**
  - Reclassify current Chief Officer of Human Resources.
  - No fiscal impact.

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Melinda Wong

**FINANCIAL IMPACT:**

**A) \$129,660**

**B) No fiscal impact**

## JOB DESCRIPTIONS

### IMPACT ON CHILDREN IN THE CLASSROOM

#### CHIEF ACADEMIC OFFICER

| ITEM | TITLE                    | ACTION* | IMPACT ON CHILDREN   |
|------|--------------------------|---------|--|
| A    | Chief of Human Resources | J       | The individual serving in this position will assume responsibility for developing programs and fostering an environment to not only attract, retain, and motivate the District workforce to promote student learning and achievement, but also to create a broad culture of performance accountability that positively influences student performance. |

#### CHIEF OPERATING OFFICER

| ITEM | TITLE            | ACTION* | IMPACT ON CHILDREN   |
|------|------------------|---------|--|
| B    | Chief Negotiator | J, R    | The efficacy of the performance of the job incumbent bears directly on the quality of the instructional workforce, and the degree of commitment on the part of teachers to those organizational goals and objectives that are related to student learning and achievement. |

**\*ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Reclassification

**JOB CODE: 7406**

**TITLE: CHIEF OF HUMAN RESOURCES**

**QUALIFICATIONS:**

1. Bachelor degree (Master degree preferred) in human resources, personnel management, public administration, business administration, organizational management or related field.
2. Certified as a Senior Professional in Human Resources (SPHR) as designated by the Society of Human Resource Management (SHRM) preferred.
3. Minimum of ten (10) years of relevant professional experience including progressively responsible human resources management and leadership of a complex Human Resources office.
4. Strong organizational skills as well as excellent oral and written communication skills.
5. Strong collaborative problem-solving skills including the ability to partner with key stakeholders to build consensus and develop innovative solutions that foster resolution.
6. Knowledge of HRIS systems and the use of technology to streamline and deliver services.
7. Ability to interact comfortably with a wide range of constituents.
8. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Manages and directs program activities related to overall Human Resources functions with an emphasis on talent recruitment and retention, professional development and cultural change initiatives.
2. Develops and implements a comprehensive workforce strategy that is aligned with the District's strategic goals.
3. Develops recommendations for compliance with federal and state laws, regulations and School Board policies relating to personnel.
4. Fosters collaboration with major constituencies including senior management staff, academic and non-academic staff, business/community partners and the general public.
5. Implements quality practices including benchmarking and measurement systems.
6. Collaborates with technical partners to ensure the successful implementation and maintenance of human resource management systems.
7. Initiates and/or provides leadership in various Human Resources disciplines including compensation, performance management, benefits and work-life effectiveness.
8. Directs special projects and activities as assigned.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 08/03  
Revised: 02/15/06  
Bargaining Unit: S  
Salary Level: 12  
Salary Range: \$104,000 – \$145,206  
Responsible to: Chief Academic Officer

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

JOB CODE: 7406

TITLE: CHIEF OFFICER— OF HUMAN RESOURCES

QUALIFICATIONS:

1. Bachelor degree (**Master degree preferred**) in human resources, **personnel management**, public administration, **business administration, organizational management** labor relations or related field.
2. Extensive progressively responsible administrative experience, including school site, area and/or District level. **Minimum of ten (10) years relevant professional experience including progressively responsible human resources management and leadership of a complex Human Resources office.**
3. Education and/or work experience in the area of Human Resources and Staff Development. Certification as Professional in Human Resources (PHR) or **Certified as a Senior Professional in Human Resources (SPHR)**, preferred **as designated by the Society of Human Resources Management (SHRM) preferred.**
4. ~~Demonstrated knowledge of public school laws governing the personnel practices of the school system.~~
5. ~~Considerable knowledge of the process for negotiating collective bargaining contracts and administering labor contracts.~~
6. ~~Knowledge of Florida Public Employees Relations Commission (PERC) Rules and Procedures.~~
7. 4. Ability to collaborate with District and school based administrators to continually refine the processes which will result in the recruitment and retention of quality instructional and noninstructional employees. **Strong collaborative problem-solving skills including the ability to partner with key stakeholders to build consensus and develop innovative solutions that foster resolution.**
8. ~~Demonstrated knowledge of employee orientation and training programs as well as experience with various performance appraisal systems.~~
9. ~~Ability to prepare comprehensive, easily understood reports and to make effective presentations to the School Board and the public.~~
5. **Knowledge of HRIS systems and the use of technology to streamline and deliver services.**
6. **Ability to interact comfortably with a wide range of constituents.**
10. 7. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. **Strong organizational skills as well as excellent oral and written communications skills.**
11. 8. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

## PERFORMANCE RESPONSIBILITIES

### Essential Functions:

1. Develops and implements a comprehensive workforce strategy that is aligned with the District's strategic goals.
- ~~1-2. Plans, organizes, m~~ **Manages**, and directs program activities related to overall Human Resources, Staff Development and Labor Relations programs. functions with an emphasis on talent recruitment and retention, professional development and cultural change initiatives.
- 2.— Serves as chief administrator for departments and offices responsible for personnel staffing (instructional and non-instructional), personnel operations and records, management selection, management training, human resources, employee support services, wage and salary administration, professional development (including teacher and non-instructional training), the employee assistance program, leave, retirement, and unemployment compensation.
- 3.— Serves as the District's Chief Negotiator in negotiations with the four recognized exclusive bargaining agents.
- 4.— Advises Board Members, the Superintendent and members of the Superintendent's Cabinet on matters relating to contract negotiations.
- 5.— Develops and implements procedures to inform affected parties of the status and outcome of negotiations.
6. **3.** Develops recommendations for compliance with federal and state laws, regulations, and School Board policies relating to personnel and labor relations.
- 7.— Represents the District on joint labor-management committees.
- 8.— Works collaboratively with District personnel to resolve employee labor issues.
9. **4.** ~~Manages and coordinates functions and facilitates communication among District offices, area offices and schools, with particular emphasis on staff development, personnel and labor related matters.~~ Collaborates with technical partners to ensure the successful implementation and maintenance of human resource management systems.
10. **5.** ~~Identifies and/or approves performance planning objectives of reporting offices and oversees their implementation.~~ Implements quality practices including benchmarking and measurement systems.
- 11.— Develops Board Rules related to Personnel, Labor Relations and Staff Development for review by the Chief Officer of Administration.
- 12.— Delegates responsibilities as needed to perform major functions of the District, as related to Personnel, Labor Relations and Staff Development; Assigns priority tasks, as needed.
- 13.— Assesses the effectiveness of the operations of each office or division under the supervision of the Chief Officer — Human Resources.
- 14.— Assists area offices in implementing personnel procedures and in the resolution of any personnel-related problems.
15. **6.** Serves as spokesperson and respondent for the District on matters/issues related to Personnel, Labor Relations and Staff Development, including meeting and corresponding with State Department of Education officials, community representatives, staff members, and

groups who have concerns or seek information related to those areas under the responsibility of the Chief Officer—Human Resources. **Fosters collaboration with major constituencies including senior management staff, academic and non-academic staff, business/community partners and the general public.**

~~16. Insures that personnel selection procedures for the District are fair and equitable, following School Board rules.~~

~~17. 7. Directs special projects and activities as assigned or delegated by the Chief Officer of Administration.~~

~~18. 8. Initiates and/or provides special supervision to major **leadership in various** District studies of system wide scope and impact on personnel. **Human Resources disciplines including compensation, performance management and work-life effectiveness.**~~

~~19. Evaluates personnel who directly report to the Chief Officer—Human Resources; advises staff on other personnel evaluations.~~

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 8/03

**Revised: 2/15/06**

~~Replaces: Chief Negotiator~~

Salary Level: 12

Salary Range: \$104,000 – \$145,206

Employee Unit: S

Responsible to: Chief **Academic** Officer of Administration

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: CHIEF NEGOTIATOR**

**QUALIFICATIONS:**

1. Bachelor degree in labor relations, business or public administration or related field (Master degree preferred).
2. Five (5) or more years of successful experience in labor and contract negotiations for a large school system or comparable governmental entity.
3. Training or experience in labor law.
4. Demonstrated knowledge of the principles, practices and methods of conducting labor negotiations.
5. Experience in grievance procedure arbitration.
6. Knowledge of Florida Public Employees Relations Commission (PERC) Rules and Procedures.
7. Knowledge of current trends on labor contracts and labor disputes for the public sector.
8. Demonstrated ability to work with diverse groups, and communicate effectively, both orally and in writing.

**PERFORMANCE RESPONSIBILITIES**

**Essential Functions:**

1. Prepares, assists and/or conducts grievance hearings/arbitrations, mediation, special master hearings, unfair labor practice hearings and other related cases.
2. Analyzes and evaluates negotiation proposals and prepares counterproposals.
3. Interprets labor contracts for administrative staff.
4. Advises the Superintendent on the formulation, development and implementation of procedures for collective bargaining.
5. Assists in developing and implementing procedures to inform affected parties of the status and outcome of negotiations.
6. Develops recommendations for compliance with federal, and state laws and regulations, including School Board policies.
7. Represents the School District on joint labor-management committees.
8. Works collaboratively with District personnel to resolve employee labor issues.
9. ~~When assigned, serves as the School Board's Chief Negotiator.~~ Plans, organizes and conducts negotiations with employee groups.
10. Develops and provides technical assistance and training programs for administrative staff in order to implement negotiated agreements and professional initiatives.
11. Consults with representatives of certified bargaining agents to discuss matters of mutual concern.

**Additional Job Functions:**

1. Follows adopted programs, policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 07/01  
Deleted: 08/03  
Reactivated: 02/15/06  
Salary Level: ~~26~~ **11**  
Salary Range: \$100,000 - \$139,621  
Employee Unit: S  
Responsible to: ~~Superintendent~~ **Chief Operating Officer**