

## SPECIAL MEETING – OCTOBER 11, 2006 JOB DESCRIPTIONS

### ENVIRONMENTAL CONTROL

- A) Environmental Specialist
- Revise existing job classification, Environmental Specialist, currently assigned to Salary Level 1 on the Supervisory Salary Schedule.
  - **Develops and maintains information systems for identifying locations of environmental hazards.**
  - No fiscal impact.

### HUMAN RESOURCES DIVISION

- B) Human Resources Technician I
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Technician I, and assign to Salary Level 11 on the AESOP Salary Schedule.
  - **Assists human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.**
  - Replaces Personnel Records Technician I and II, Personnel Staffing Technician I and Substitute Office Technician I.
- C) Human Resources Technician II
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Technician II, and assign to Salary Level 12 on the AESOP Salary Schedule.
  - **Assists human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.**
  - Replaces Personnel Records Technician III, Personnel Staffing Technician II, NEO Representative, Graphic Composition Technician, Personnel Support Technician and Substitute Office Technician II.
- D) Human Resources Technician III
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Technician III, and assign to Salary Level 13 on the AESOP Salary Schedule.
  - **Assists human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.**
  - Replaces Personnel Staffing Technician Sr.
- E) Human Resources Technician Sr.
- Revise career path to include generic job description, Human Resources Technician Sr., and assign to Salary Level 14 on the AESOP Salary Schedule.
  - **Counsels human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.**
- F) Human Resources Analyst I
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Analyst I, and assign to Salary Level 12 on the Miscellaneous Salary Schedule.
  - **Assists in the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.**
  - Replaces Certification Analyst I, Wage & Salary Technician I, Staff Development Analyst I, and Personnel Programmer Assistant.

- G) Human Resources Analyst II
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Analyst II, and assign to Salary Level 13 on the Miscellaneous Salary Schedule.
  - **Assists in the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.**
  - Replaces Certification Analyst II, Wage & Salary Technician II, Wage & Salary Technician Sr, and Staff Development Analyst II
- H) Human Resources Analyst III
- Revise job description as noted below, convert into one new generic job description, Human Resources Analyst III, and assign to Salary Level 14 on the Miscellaneous Salary Schedule.
  - **Assists and provides leadership for the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.**
  - Replaces Classification and Pay Analyst.
- I) Human Resources Analyst Sr.
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Analyst Sr., and assign to Salary Level 16 on the Miscellaneous Salary Schedule.
  - **Provides leadership for the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.**
  - Replaces Personnel Leave Analyst, Personnel Records Supervisor, Classification & Pay Coordinator, Instructional Personnel Recruiting Analyst, and Non-Instructional Personnel Recruiting Analyst.
- J) Human Resources Specialist I
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Specialist I, and assign to Salary Level 2 on the Supervisory Salary Schedule.
  - **Plans and participates in the programs and policies of the human resources division concerning the attraction, retention, development and motivation of personnel.**
  - Replaces Instructional Specialist in Employee Relations, Personnel Specialist I, AP Preparation and Support Specialist I, Educator Support Programs Specialist I, Pre-Service Staff Development Specialist I, Staff Development Specialist I.
- K) Human Resources Specialist II
- Revise job descriptions as noted below, convert into one new generic job description, Human Resources Specialist II, and assign to Salary Level 3 on the Supervisory Salary Schedule.
  - **Plans and participates in the programs and policies of the human resources division concerning the attraction, retention, development and motivation of personnel.**
  - Replaces Personnel Specialist II, AP Preparation and Support Specialist II, Educator Support Programs Specialist II, Pre-Service Staff Development Specialist II.

**FISCAL IMPACT OF \$41,991 FOR ITEMS B-K TO BE FUNDED FROM EXISTING BUDGET.**

CHIEF ACADEMIC OFFICER

- L) Academic Compliance Senior Coordinator
- Establish new job classification, Academic Compliance Senior Coordinator, and assign to Salary Level 10 on the Supervisory Salary Schedule.
  - **Reviews and facilitates areas of compliance regarding academic programs/contracts, student truancy, expulsions, and disciplinary matters, Exceptional Student Education, student records, custody issues, charter schools, and Safe Schools Program.**
  - Fiscal impact of \$124,233 to be funded from existing budget within the Academic Division.

- M) Manager-Compliance/Special Projects
- Establish new job classification, Project Manager Compliance/Special Projects, and assign to Salary Level 4 on the Supervisory Salary Schedule.
  - **Assists the Director in planning, implementing, and administering individual projects and in the development of the Academic Annual Report as well as other long-range comprehensive plans.**
  - No fiscal impact.

CHIEF OPERATING OFFICER

- N) Chief Financial Officer
- Revise existing job classification, Chief Financial Officer, and assign to Salary Level 12 on the Supervisory Salary Schedule.
  - **Supervises the management and financial accounting functions of the district, including but not limited to preparation and monitoring of operational and capital budgets, accounting and reporting procedures, grants administration, investment of funds, and long-range district financial planning.**
  - Fiscal impact of \$133, 356 to be funded from existing budget.

**SPECIAL MEETING – OCTOBER 11, 2006  
JOB DESCRIPTIONS**

**IMPACT ON CHILDREN IN THE CLASSROOM**

**ENVIRONMENTAL CONTROL OFFICE**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Environmental Specialist	J	This position ensures children are protected from hazardous materials and poor indoor air quality, thereby reducing absenteeism and allowing children to focus on their education.

**HUMAN RESOURCES DIVISION**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
B	Human Resources Technician I	J, R	These positions help to expedite the placement of qualified staff in order to best serve our students.
C	Human Resources Technician II	J, R	
D	Human Resources Technician III	J, R	
E	Human Resources Technician Sr.	J, R	
F	Human Resources Analyst I	J, R	
G	Human Resources Analyst II	J, R	
H	Human Resources Analyst III	J, R	
I	Human Resources Analyst Sr.	J, R	
J	Human Resources Specialist I	J, R	
K	Human Resources Specialist II	J, R	

**CHIEF ACADEMIC OFFICER**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
L	Academic Compliance Senior Coordinator	N	This position will ensure integrity of programs and policies through continuous and rigorous monitoring of academic programs and contracts.
M	Manager – Compliance/Special Projects	N	This position oversees the development of technological and academic reports and plans that ultimately facilitate students' exposure to the latest and most advanced learning aides.

**CHIEF OPERATING OFFICER**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
N	Chief Financial Officer	J, R	This position ensures the financial integrity of all District policies and programs thereby facilitating the means to educate our children.

**\*ACTION CODES:**

J – Job Description Revision  
N – New Job Description  
R – Reclassification

**TITLE: ENVIRONMENTAL SPECIALIST**

**QUALIFICATIONS:**

1. Bachelor degree in physical, biological, environmental science or related field.
2. Working knowledge of environmental issues and pertaining governmental regulations hazardous materials including hazardous waste, asbestos, and other hazardous air pollutants.
3. Ability to understand and apply governmental regulations relating to hazardous materials and waste.
4. Experience in one or more of the following: indoor air quality, in inspecting for hazardous materials, asbestos, fuel tanks, wetlands, protected species, recycling, environmental audits soil and underground contamination and understanding processes which can produce hazardous waste and hazardous air pollutants.
5. Ability to work effectively with personnel involved in the day-to-day operations of shop/facilities schools, facilities and other departments.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Develops and maintains management information systems which for identifying locations of hazardous materials in all facilities environmental hazards.
2. Updates and delivers employee training programs relating to hazardous materials and waste environmental issues.
3. Coordinates and supervises the work of outside contractors involved in removing or testing hazardous materials.
4. Investigates employee complaints concerning indoor air quality, chemical exposures, to hazardous materials or air pollutants and other health related issues.
5. Maintains accurate records relating to chemical inventories, complaint investigations, regulatory compliance and documentation for legal issues and shipments of hazardous waste.
6. Keeps informed of current and proposed changing regulations relating to program areas assigned.
7. Monitors Occupational Health baseline data. Complies with OSHA regulations pertaining to medical monitoring and respiratory protection.

**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: 7/87  
**Revised: 10/06**  
Salary Level: 1  
Bargaining Unit: S  
Responsible to: Director

Capable of lifting/carrying 50 lbs. and occasionally up to 75 lbs.; moderate physical activity required.

**TITLE:*****TECHNICIAN - HUMAN RESOURCES I***

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Basic knowledge of, or ability to learn, human resources processes and procedures.
3. Ability to meet and deal professionally and courteously with District employees and the public.
4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Monitors and maintains data within the various human resources systems.
2. Assists human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.
3. Provides assistance to schools and departments in human resources operating procedures, documentation standards, and related matters.
4. Processes/verifies employee transactions as required.
5. Provides excellent customer service to all customers of human resources products and services.

**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:                    10/06  
Replaces:            Personnel Records Technician I and II, Personnel Staffing Technician I and  
                              Substitute Office Technician I  
Bargaining Unit:    A  
Salary Level:        11  
Salary Range:        \$25,825 - \$45,286  
Responsible to:     Supervisor

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

**TITLE:        *TECHNICIAN - HUMAN RESOURCES II***

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Minimum of eighteen (18) months of successful experience as a human resources technician I, OR, minimum of three (3) years of successful personnel related experience.
3. Demonstrated knowledge of human resources processes and procedures.
4. Ability to meet and deal professionally and courteously with District employees and the public.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Monitors and maintains data within the various human resources systems.
2. Assists human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.
3. Provides assistance to schools and departments in human resources operating procedures, documentation standards, and related matters.
4. Processes/verifies employee transactions as required.
5. Provides excellent customer service to all customers of human resources products and services.

**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:                10/06

Replaces:        Personnel Records Technician III, Personnel Staffing Technician II, NEO Representative, Graphic Composition Technician, Personnel Support Technician and Substitute Office Technician II

Bargaining Unit: A

Salary Level:    12

Salary Range:   \$28,227 - \$48,705

Responsible to: Supervisor

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

**TITLE:        *TECHNICIAN - HUMAN RESOURCES III***

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Minimum of eighteen (18) months of successful experience as a human resources technician II, OR, minimum of five (5) years of successful personnel related experience.
3. Demonstrated mastery of human resources processes and procedures.
4. Ability to meet and deal professionally and courteously with District employees and the public.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Monitors and maintains data within the various human resources systems.
2. Assists human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.
3. Provides assistance to schools and departments in human resources operating procedures, documentation standards, and related matters.
4. Processes/verifies employee transactions as required.
5. Responds to more complex requests from within and outside the District regarding human resources information.
6. Provides excellent customer service to all customers of human resources products and services.

**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:                    10/06  
Replaces:            Personnel Staffing Technician Sr.  
Bargaining Unit:    A  
Salary Level:        13  
Salary Range:        \$30,852 - \$52,384  
Responsible to:     Supervisor

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



**TITLE:        *TECHNICIAN - HUMAN RESOURCES (SENIOR)***

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Demonstrated leadership in teaching and making recommendations regarding human resources processes and procedures.
3. Ability to meet and deal professionally and courteously with District employees and the public.
4. Demonstrated leadership in functional areas as well as for the overall human resources department.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Monitors and maintains data within the various human resources systems.
2. Counsels human resources customers regarding all aspects of HR including employment, compensation, eligibility criteria, certification and maintenance of demographic information.
3. Provides assistance to schools and departments in human resources operating procedures, documentation standards, and related matters.
4. Processes/verifies and oversees employee transactions as required.
5. Responds to more complex requests from within and outside the District regarding human resources information.
6. Provides excellent customer service to all customers of human resources products and services.
7. Verifies and monitors workflow for adherence to standards and procedures.
8. Monitors quality assurance.

**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:                    10/06  
Bargaining Unit:    A  
Salary Level:        14  
Salary Range:        \$33,723 - \$56,336  
Responsible to:     Supervisor

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

**TITLE: ANALYST – HUMAN RESOURCES I**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Knowledge of human resources objectives, principles, practices and terminology.
3. Familiarity with governmental regulations and other legal requirements related to human resource functions.
4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Assists in the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.
2. Assists in conducting benchmarking and statistical analysis regarding HR programs and policies.
3. Assists in the development and monitoring of process control mechanisms to ensure the consistent, fair, and accurate implementation of HR programs and policies.
4. Performs analysis regarding efficiency and effectiveness of HR programs and policies.

**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: 10/06  
Replaces: Certification Analyst I, Wage & Salary Technician I, Staff Development Analyst I, and Personnel Programmer Assistant.  
Bargaining Unit: M  
Salary Level: 12  
Salary Range: \$28,470 - \$49,919  
Responsible to: Director

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

**TITLE: ANALYST – HUMAN RESOURCES II**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Minimum of eighteen (18) months of successful experience as a human resources analyst I, OR, minimum of two (2) years of successful personnel related experience with a large of medium sized entity.
3. Knowledge of human resources objectives, principles, practices and terminology.
4. Familiarity with governmental regulations and other legal requirements related to human resource functions.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Assists in the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.
2. Assists in conducting benchmarking and statistical analysis regarding HR programs and policies.
3. Assists in the development and monitoring of process control mechanisms to ensure the consistent, fair, and accurate implementation of HR programs and policies.
4. Performs analysis regarding efficiency and effectiveness of HR programs and policies.

**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: 10/06  
Replaces: Certification Analyst II, Wage & Salary Technician II, Wage & Salary Technician Sr, and Staff Development Analyst II.  
Bargaining Unit: M  
Salary Level: 13  
Salary Range: \$31,031 - \$54,414  
Responsible to: Director

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

**TITLE: ANALYST – HUMAN RESOURCES III**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Minimum of eighteen (18) months of successful experience as a human resources analyst II, OR, minimum of three (3) years of successful personnel related experience with a large or medium sized entity.
3. Thorough knowledge of human resource objectives, principles, practices and terminology.
4. Thorough knowledge of human resources regulations and other legal requirements related to human resource functions.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities including Microsoft Word and Excel.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Assists and provides leadership for the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.
2. Assists and provides leadership in conducting benchmarking and statistical analysis regarding HR programs and policies.
3. Assists and provides leadership for the development and monitoring of process control mechanisms to ensure the consistent, fair, and accurate implementation of HR programs and policies.
4. Performs and leads analysis regarding efficiency and effectiveness of HR programs and policies.

**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: 10/06  
Replaces: Classification and Pay Analyst.  
Bargaining Unit: M  
Salary Level: 14  
Salary Range: \$33,824 - \$59,313  
Responsible to: Director

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

**TITLE: ANALYST – HUMAN RESOURCES (SENIOR)**

**QUALIFICATIONS:**

1. High school diploma or equivalent with a minimum of five (5) years of successful human resources related experience with a large or medium-sized entity OR associate's degree in human resources management or related field with a minimum of three (3) years of successful human resources related experience with a large or medium-sized entity OR bachelor's degree in human resources management or related field with a minimum of two (2) years of successful human resources related experience with a large or medium-sized entity.
2. Demonstrated ability to effectively lead major projects and/or effectively lead the work of others.
3. Thorough knowledge of human resources objectives, principles, practices and terminology.
4. Thorough knowledge of human resources regulations and legal requirements.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities including Microsoft Word and Excel.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides leadership for the administration of human resource programs, in order to attract, retain, develop, and motivate a high quality workforce.
2. Provides leadership in conducting benchmarking and statistical analysis regarding HR programs and policies.
3. Provides leadership for the development and monitoring of process control mechanisms to ensure the consistent, fair, and accurate implementation of HR programs and policies.
4. Performs and leads analysis regarding efficiency and effectiveness of HR programs and policies.

**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: 10/06

Replaces: Personnel Leave Analyst, Personnel Records Supervisor, Classification & Pay Coordinator, Instructional Personnel Recruiting Analyst, and Non-Instructional Personnel Recruiting Analyst.

Bargaining Unit: M

Salary Level: 16

Salary Range: \$40,187 - \$70,471

Responsible to: Director

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

**TITLE: HUMAN RESOURCES SPECIALIST I**

**QUALIFICATIONS:**

1. Bachelor degree required with coursework in human resource management or a related field preferred.
2. Successful teaching or human resources experience.
3. Knowledge of personnel policies and procedures.
4. Ability to provide leadership to projects and assigned functional areas.
5. Demonstrated ability to communicate effectively with diverse groups, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Plans and participates in the programs and policies of the human resources division concerning the attraction, retention, development and motivation of personnel.
2. Assists in planning and developing human resource programs.
3. Promotes the use of quality processes and procedures to ensure the accurate and timely administration of HR programs.
4. Ensures the District adheres to existing legal statutes, regulations and rules related to human resource issues.
5. Implements programs, policies and procedures in accordance with School Board priorities.

**Additional Job Functions:**

4. Follows adopted policies and procedures in accordance with School Board priorities.
5. 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.
6. Performs other duties as assigned.

New: 10/06

Replaces: Replaces Instructional Specialist in Employee Relations, Personnel Specialist I, AP Preparation and Support Specialist I, Educator Support Programs Specialist I, Pre-Service Staff Development Specialist I, and Staff Development Specialist I.

Salary Level: 2

Salary Range: \$61,200 – \$88,412

Bargaining Unit: S

Responsible to: Director

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

**TITLE: HUMAN RESOURCES SPECIALIST II**

**QUALIFICATIONS:**

1. Bachelor degree required with major coursework in human resource management or related field preferred.
2. A minimum of two (2) years of successful experience as a Human Resources Specialist I or five (5) years of successful human resources experience in a medium to large-scale organization.
3. Extensive leadership skills with evidence of having successfully lead major projects and/or provided leadership to specific functional areas within HR.
4. Extensive knowledge of personnel policies and procedures.
5. Successful supervisory experience.
6. Demonstrated ability to communicate effectively with diverse groups, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Plans and participates in the programs and policies of the human resources division concerning the attraction, retention, development and motivation of personnel.
2. Assists in planning and developing human resource programs.
3. Promotes the use of quality processes and procedures to ensure the accurate and timely administration of human resources programs.
4. Coordinates, in conjunction with area staff, principals and department heads, the filling of vacancies with qualified applicants.
5. Designs, administers, and monitors recruiting programs.
6. Compiles reports relative to the status of human resources functions and programs.
7. Counsels with applicants and employees regarding personnel policies and procedures.
8. Supervises appropriate staff members.
9. Ensures the District adheres to existing legal statutes, regulations and rules related to human resources issues.
10. Implements programs, policies and procedures in accordance with School Board priorities.

**Additional Job Functions:**

7. Follows adopted policies and procedures in accordance with School Board priorities.
8. 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.
9. Performs other duties as assigned.

New: 10/06

Replaces: Personnel Specialist II, AP Preparation and Support Specialist II, Educator Support Programs Specialist II, Pre-Service Staff Development Specialist II.

Salary Level: 3

Salary Range: \$66,300 – \$95,781

Bargaining Unit: S

Responsible to: Director

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

**TITLE:     *ACADEMIC COMPLIANCE SENIOR COORDINATOR***

**QUALIFICATIONS:**

1. Minimum of five (5) years successful experience working with education, academic programs or similar related experience.
2. Law degree from accredited law school.
3. Member in good standing of the Florida Bar.
4. Demonstrated ability to successfully manage and supervise employees.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Reviews and facilitates areas of compliance regarding academic programs/contracts, student truancy, expulsions, and disciplinary matters, Exceptional Student Education, student records, custody issues, charter schools, and Safe Schools Program.
2. Coordinates and monitors, on a District-wide basis, communication relative to academic compliance issues.
3. Works closely with and provides legal support to Principals, school centers, the area offices and departments within the academic area to effectively implement all pertinent policies.
4. Provides legal opinions and support for all public meetings, notices, agendas and parliamentary procedures and attends all Board meetings and workshops on applicable legal issues.
5. Drafts and/or reviews board policies, contracts, and documents relating to areas of academic compliance.
6. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding academic compliance.
7. Coordinates in-service training on legal matters that pertain to areas of academic compliance and to applicable laws which impact these areas.
8. Reviews, drafts and negotiates contracts and agreements for academic compliance programs.

**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:                   10/06  
Salary Level:        10  
Salary Range:        \$97,920 - \$121,653  
Bargaining Unit:     S  
Responsible to:      Chief Academic Officer

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



**TITLE:           MANAGER – COMPLIANCE/SPECIAL PROJECTS**

**QUALIFICATIONS:**

1. Bachelor degree in public administration, or business administration and additional related education and/or training as related to the position, with 5 years successful experience in an educational environment.
2. Successful experience supporting senior level management activities.
3. Highly responsible and must meet the demands of diversified duties at various levels of complexity.
4. Demonstrated experience in project management with confidential and time sensitive issues.
5. Evidence of successful leadership as indicated by timely completion of projects and highly professional productivity.
5. Ability to work effectively with administrators and office personnel.
6. Evidence of effective oral and written communication skills and the ability to successfully combine artistic and technical skills.
7. Proven experience and the ability to be handed a rough concept and build it into a final product.
8. Expert knowledge in computer technologies and software applications such as Microsoft - Word, Excel, Access, PowerPoint, and Visio, Corel Draw, Adobe - In design, Photoshop, Illustrator and Acrobat. Macromedia – Dream Weaver and Fireworks with a working knowledge of HTML, and digital photography.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Assists the Director in planning, implementing, and administering individual projects.
2. Assists the Director in the development of the Academic Annual Report as well as other long-range comprehensive plans.
3. Maintains the Academic Web site and coordinates with other district staff in developing and maintaining web sites.
4. Utilizes communication skills for the delivery of projects to provide final products using creative problem solving, combining words, graph, charts, and images resulting in strong conceptual work that demonstrates advanced technical and aesthetic applications of print and digital publishing.
5. Coordinates with other departments on a broad range of projects from the beginning through problem resolution activities and implementation.
6. Effectively manages diverse large-scale projects.
7. Assists in the selection of computer hardware and software using long-range planning to meet future technological demands.
8. Analyzes management reports as needed and participates in the development of project proposals for implementation.
9. Initiates, implements, or by request, recommends solutions to user problems and develops improved methods to alleviate user issues.
10. Performs other related duties as necessary to facilitate departmental goals

**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:                   10/06

Salary Level:       4

Salary Range:      \$72,420 - \$104,622

Bargaining Unit:   S

Responsible to:    Administrative Director – Compliance/Special Projects

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

**TITLE: CHIEF FINANCIAL OFFICER**

**QUALIFICATIONS:**

1. Bachelor's degree in finance, business administration, educational leadership/administration, or related field (advanced degree preferred).
2. Extensive supervisory experience in business, budget, finance, accounting, educational administration, etc., with responsibility for directing the overall financial affairs that meet the needs of a diverse population.
3. Successful experience utilizing budgeting and finance requirements similar to the Florida Education Finance Program (FEFP) or other funding program (preferred).
4. Knowledge of state and federal laws governing the finances of a school system.
5. Ability to advise the ~~Superintendent and the Deputy Superintendent~~ **Chief Academic Officer and Chief Operating Officer** on all financial matters relative to district programs, including the allocation of resources in accordance with School Board goals and priorities.
6. Demonstrated experience in preparing of capital and operating budgets, financial reporting, long-range budgetary planning, fiscal controls, and investment of funds for a large-scale entity/organization.
7. Ability to collaborate with district and school-based administrators in providing financial and budgetary information relative to program planning.
8. Proven ability to select, train, motivate, and evaluate staff.
9. Ability to function independently as a decision-maker within the guidelines established by the School Board and the Superintendent.
10. Evidence of strong conceptual, analytical, organizational, and managerial skills as well as demonstrated leadership ability.
11. Ability to prepare comprehensive, easily understood reports, and to make effective presentations to the School Board and the public.
12. Evidence of personal and professional involvement with community organizations.
13. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
14. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Supervises the management and financial accounting functions of the district, including but not limited to preparation and monitoring of operational and capital budgets, accounting and reporting procedures, grants administration, investment of funds, and long-range district financial planning.
2. Initiates and maintains a system of internal controls to safeguard the assets of the district and provide the highest level of accountability for public funds.
3. Develops a budget process at the direction of the Superintendent and the Board, which incorporates staff development, public input, and School Board approval to identify, prioritize, and allocate resources of the district.
4. Develops and implements necessary budgetary controls to ensure adequate resources are available for planned programs and spendings are within budget limits.
5. Supervises the preparation and distribution of all internal and external financial reports of the district's operation.
6. Prepares, presents, and interprets the budget and financial reporting to the School Board and the public; and conveys to the School Board the financial impact of the budget as it relates to stated goals and priorities.
7. Provides district managers with monthly financial reports comparing actual expenses to budgeted amounts and initiates a process to investigate, report, and amend budget documents to comply with statutory requirements.

8. Establishes and develops an up-to-date integrated system of financial accounting that meets the requirements of the federal auditors, the Florida Department of Education, and the District's auditor to review financial transactions.
9. Coordinates the audit activities of the district with federal, state and independent auditors, and ensures financial and grant reporting is in compliance with statements issued by the Governmental Accounting Standards Board (GASB), Government Finance Officers Association (GFOA), Association of School Business Officers (ASBO), Government Accounting Office (GAO), Office of Management and Budget (OMB), Florida Auditor General, Florida Department of Education, and generally accepted accounting principles.
10. Monitors the recruitment, training, and evaluation of finance and budget personnel to ensure the financial goals of the district are achieved in an effective and efficient manner.
11. Aggressively seeks new revenue sources to enhance the district's overall operations, instructional programs, and capital acquisitions.
12. Monitors performance of the departments within the Division of Finance ~~and Budget Services~~ and recommends changes in procedures, methods, or standards to better meet budgetary commitments and timeliness and to ensure an efficient central accounting system.
13. Establish departmental policies and objectives in conjunction with department staff, then assigns and supervises staff for the attainment of those objectives.
14. Provides direction, cost analysis, and verification of personnel costs with projections of staffing requirements, financial implications, and impact on employee relations.
15. Maintains communication with legislators, the Florida Department of Education, and other appropriate organizations and associations regarding the financial impact of proposed legislation to the local school district.
16. Models collaborative planning and shared decision-making with school centers and departments so as to provide a process of improved communication in refining budgetary and cost information relative to financial policy development, interpretation, program planning, and budgeting.
17. Builds working relationships with various community leaders and organizations.

**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: 05/97  
 Revised: ~~07/97~~ 10/06  
 Employee Unit: S  
 Salary Level: 44 12  
 Responsible to: ~~Deputy Superintendent~~ Chief Operating Officer

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