

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0126  
Pay Grade: C12

FLSA: Exempt  
Administrative

**ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES**

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Director, Human Resources  
Director, Professional Development  
Director, Employee Benefits, Health and Risk Management  
Office of Professional Standards  
Office of Equal Opportunity  
Senior Compensation Analyst  
Support Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university in the area of educational administration and supervision, educational leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of administrative experience in a school-based or district office assignment at the level of principal or higher.

OR

Bachelor's degree from an accredited college or university in human resource management or a related field and five (5) years of recent senior level management experience in the field of human resources with a large organization or governmental institution having 500+ employees. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.

**PREFERRED:**

Juris Doctorate degree, Master's in Business Administration, Doctorate in Business Administration, or Doctorate in Education. Three (3) years or more of successful senior level management experience in a school personnel or human resources department.

**MAJOR FUNCTION**

Assistant Superintendent, Human Resources Services provides service pertaining to administrative, instructional, supporting services, and applicants from initial contact/recruitment through the hiring process and to retirement. Provides synchronization in all matters of collective bargaining and labor relations. Responsible for the overall coordination and management of Human Resources including Equal Opportunity, Office of Professional Standards, Employee Relations, Compensation, Professional Development, and Risk Management and Insurance. Provides direction to the Human Resources Department, with major objectives of attracting, and retaining qualified personnel, providing competitive salary, encouraging professional development through appropriate training programs, and maintaining good personnel relations.

**ESSENTIAL RESPONSIBILITIES**

- Represents all areas of Human Resources on the Superintendent's Cabinet
- Represents the School Board of Pinellas County in labor relations activities to include collective bargaining, grievance processing, presentation of arbitration cases, presentation of special master proceedings, and consultation with labor units on proposed changes in wages, hours, or terms, and conditions of employment

## ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES

### ESSENTIAL RESPONSIBILITIES (Continued)

- Prepares training components for all administrators on labor relations issues
- Provides contract interpretation to all other divisions on matters relating to personnel actions and changes affecting bargaining unit personnel
- Provides leadership and overall direction to the Human Resources and Risk Management teams in developing and implementing goals, objectives, policies, and procedures
- Oversees activities pertaining to employee compensation
- Serves as a member of the Administrative Prescreening/Interviewing Committee
- Develops and manages District Staffing Plan including career and succession planning
- Coordinates all district management development activities including administrative training and development and Targeted Selection Interviewing
- Coordinates the preparation of the Personnel Board List and the development of Board agenda items pertinent to areas of responsibility
- Serves on the Budget Steering Committee
- Works with management team in the development of departmental annual budgets
- Provides timely responses to a variety of inquiries received by the Superintendent and the Board throughout the school year
- Coordinates the development and distribution of the teacher, student, and personnel calendars
- Directs the district's employee relations program
- Develops, implements, and monitors the District Affirmative Action/Equal Opportunity Plan
- Develops, maintains, and audits the district's Education Equity Plan
- Develops policies (subject to approval) for compliance with applicable equal employment and equal education laws; communicates related policies
- Serves as liaison between the school district and government enforcement agencies
- Acts as a liaison with community organizations to communicate the Affirmative Action Plan, Human Resources Initiatives, and the District Strategic Plan
- Oversees the activities of employee recruitment, placement, orientation, transfers, evaluations, terminations, retirements, and records including specialized hiring such as contracted services, additional duty, hourly instructional, substitutes, supplements, and extended school year
- Performs related duties as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 6/96 PBL, TITLE BOARD APPROVED: 6/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 8/99 PBL; BOARD APPROVED: 8/99; D&R REVISED: 11/05 AK; REACTIVATE TITLE; REVISED MF and D&R: 7/10; LM, BOARD APPROVED: 7/27/10; REVISED FORMAT, TITLE, MF, ER, ADA; 5/12, LM; BOARD APPROVED: 6/12/12 REVISED TITLE 3/13, LM; BOARD APPROVED: 4/23/13

**ASSISTANT SUPERINTENDENT, HUMAN RESOURCES SERVICES**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Assistant Superintendent, Human Resources Services – ADM