



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Specialist, Human Resources ~~Specialist, Professional Standards, unless otherwise certified by the Public Employers Relations Commission~~

JOB CODE: Z-034

CLASSIFICATION: Exempt

SALARY BAND: B

BARGAINING UNIT: ESMAB

REPORTS TO: Director, Employee & Labor Relations ~~Chief of Staff~~

CONTRACT YEAR: Twelve Months

POSITION GOAL:

To assist school-based and District administration in the investigation and progressive discipline process of employees in a fair and equitable manner. To assist in the collection of data and information, the development of necessary materials, and the presentation of facts in employee discipline proceedings.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Human Resources ~~Professional Standards~~ shall carry out the performance responsibilities listed below.

- Advise and assist school-based and District administrators on proper resolution of employee relations issues and handling of progressive discipline process with employees.
- Assist school-based and District administration in fact finding and the investigation of ~~certified~~ employees alleged to have engaged in inappropriate conduct.
- Assist Employee & Labor Relations Specialists with fact finding in matters involving inappropriate employee conduct.
- Prepare and conduct training for appropriate administrators on proper investigation and documentation processes associated with allegations against employees.
- Research and compile information from various data systems. Have familiarity with District data systems, including employee performance evaluation models.
- Participate in the development of necessary materials and the presentation of facts in employee disciplinary proceedings.
- Ensure adherence of all applicable investigations to state Department of Education reporting requirements.
- Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities, and to elicit support and assistance.
- ~~Advise District administrators on matters related to Professional Standards.~~
- Serve as School Board representative with employment and training programs sponsored by federal, state, or local agencies.
- Respond to inquiries and concerns in a timely manner as directed by the Director, Employee & Labor Relations ~~Chief of Staff~~.
- Represent the Department of Employee & Labor Relations ~~Office of the Chief of Staff~~ at various meetings and/or committees.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully~~ in training programs offered to enhance ~~increase~~ the individual skills and proficiency related to the job responsibilities ~~assignments~~.
- Review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State ~~federal and state~~ laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Employee & Labor Relations ~~Chief of Staff or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in Human Resources Management, Labor & Employee Relations, Public Administration or a related discipline from an accredited institution.
- A minimum of six (6) years, within the last ten (10) years, of experience and/or training in Employee Relations, Labor Relations, Human Resources Generalist or a the field related to the title of the position.
- Excellent written and verbal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in Human Resources Management, Labor & Employee Relations, Public Administration or a related discipline from an accredited institution ~~is preferred.~~
- A minimum of ~~four (4)~~ eight (8) years, within the last ~~eight (8)~~ twelve (12) years, of experience and/or training in Employee Relations, Labor Relations, Human Resources Generalist or a the field related to the title of the position.
- Prior experience in a school-based and/or District administrative management role.
- Preferred degree major in personnel administration, personnel relations or a related field.
- Bilingual skills are preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with District and school-based administrators to assist in the investigation and discipline of employees. Frequent interaction with the Superintendent's Administrative Counsel to assist with the collection of data and information, the development of necessary materials, and the presentation of facts in employee discipline proceedings.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

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 those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15