

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Staffing Supervisor
CONTRACT YEAR:	Twelve Months
PAY GRADE:	26

QUALIFICATIONS:

EDUCATION: An earned bachelor’s degree or higher from an accredited institution.

EXPERIENCE: A minimum of five (5) years of experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Preferred degree majors include personnel administration, personnel relations or in the area appropriate to the job assignment. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Director, Non-Instructional Staffing

SUPERVISES: Oversees professional and clerical staff responsible for various aspects of filling vacancies and finalizing candidate selections.

POSITION GOAL: Fill Broward County School District job openings in a timely manner with candidates that fully meet job requirements by effectively managing and/or performing associated functions including vacancy job posting and advertising, candidate recruitment, candidate screening, candidate placement, etc.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Staffing Supervisor shall:

1. facilitate the training of screeners and interviewers; screen, interview, evaluate and rate applicants for employment to ensure selected candidates meet job requirements.
2. oversee the maintenance of up-to-date applicant files; periodically review position files for completeness.
3. develop employment advertisements or vacancy notices to attract qualified candidates for vacant positions.

Staffing Supervisor -continued

New

4. assist Deputy Superintendents, Area Superintendents, directors, managers, supervisors and principals in selecting appropriate personnel to fill vacancies.
5. assist applicants and other personnel in procedures that pertain to their employment status including:
 - a. communicating with applicants, both oral and written, during all stages of employment process.
 - b. confirming salary of recommended final candidate.
 - c. overseeing preparation of required Board items to confirm appointment of selected candidates.
 - d. placing appropriate selection documentation in records retention.
 - e. coordinating reappointment process for Non-Instructional personnel.
6. assist employees, directors, managers, supervisors, principals, area superintendents and other administrators with their personnel concerns.
7. assist in the monitoring of affirmative action goals as they relate to the employment of personnel.
8. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
9. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
10. review current developments, literature and technical sources of information related to job responsibility.
11. ensure adherence to good safety procedures.
12. follow Federal and State laws, as well as School Board policies.
13. perform other duties as assigned by the Director, Non-Instructional Staffing or designee

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

On a daily basis, communicates with Deputy Superintendents, Area Superintendents, directors, managers, supervisors and principals to assist in recruiting the personnel who most closely meet job requirements to fill vacancies.

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.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Staffing Supervisor

Point Range: 895 - 944

Position Factors

1. Education Required: Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

2. Experience Required: Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

(Not the experience of the incumbent.)

- A. 0 - 2 years of related Experience
- B. 3 - 4 years of related Experience
- C. 5 - 6 years of related Experience
- D. 7 - 9 years of related Experience
- E. 10 + years of related Experience

3. Supervisory Responsibility: Supervision in this context means number of people whom the person formally evaluates.

**Evaluation points x complexity factor = Total Points.*

- A. 1 - 10 number supervised.
- B. 11 -25 number supervised.
- C. 26 - 50 number supervised.
- D. 51 - 80 number supervised.
- E. 80 + number supervised.

4. Complexity of Essential Job Functions: Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

Staffing Supervisor (Cont.)

Point Range: 895-944

Position Factors

5. Inside/Outside Contacts: The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy superintendents, State Department of Education, Department heads, professional support groups and community.
- D. Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

6. Impact of Decision Making Responsibility: The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.
- E. Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

7. District-wide Impact: Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

Position Analysis Criteria

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
C	C	A	C	C	D	D