

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Employment	<b>JOB CODE:</b> 473C or 473B
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support or Annual Central Office Personnel
<b>DEPARTMENT:</b> Employment	<b>WORK DAYS:</b> 235
<b>REPORTS TO:</b> Assistant Director, Employment	<b>PAY GRADE:</b> Rank C (NK03) or CS1(5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Analyzes the Compensation and Certification processes for efficiency and accuracy.	
<b>REVISION DATE(S):</b> 1/25	

**REQUIREMENTS:**

1.	Educational Level: Bachelor degree in Human Resources, Education, or related field; (2 years similar work level experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of HR, Education or professional/office experience with demonstrated exceptional customer service and problem-solving skills
4.	Physical Activities: Routine physical activities required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, leadership, organization, planning, computer technology, finance/budgeting

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Hires, supervises and evaluates the Compensation and Certification Specialist.
3.	Assists the Assistant Director, Employment regarding various personnel support issues within his/her office of responsibility; provides solutions to resolve issues in accordance with the law, District Policies, and Administrative Rules.
4.	Assists the Assistant Director, Employment in developing and implementing divisional policies, rules, and procedures; ensures adherence to all District Policies and Administrative Rules; prepares and submits Monitoring Reports, as scheduled, to affirm compliance with BOE governance policies.
5.	Assists other Human Resources and Central Office Division and Department leaders in integrating and coordinating individual efforts into unified programs for the district.
6.	Develops and maintains a working knowledge of all Federal Laws and local guidelines pertaining to FLSA, compensation and certification to ensure compliance.
7.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_