

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

SUBJECT: JOB DESCRIPTIONS UPDATE FOR PROFESSIONAL AND TECHNICAL POSITIONS

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions, deletions of the minimum qualifications and change of title.

RECOMMENDED: That effective June 14, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following MEP and DCSAA positions:
 - a) Controller, MEP pay grade 25, Office of the Controller
 - b) Executive Director, Payroll, MEP pay grade 22, Payroll
 - c) Coordinator I, Design and Construction, DCSAA pay grade 40, Educational Facilities Code Compliance
2. Approve changes to minimum qualifications and title change for the following MEP and DCSAA positions:
 - a) Assistant Superintendent, Exceptional Student Education, MEP pay grade 25, Curriculum and Instruction
 - b) Coordinator III, Employee Resources, DCSAA pay grade 42 Facilities Operations
 - c) Coordinator III, Transportation Fleet Maintenance, DCSAA pay grade 42, Transportation
 - d) Edulog Operations Specialist, DCSAA pay grade 42, Transportation
3. Approve title change for the following MEP position:
 - a) Coordinator, Compensation Administration, MEP pay grade 19, Compensation Administration

MV:mtp

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|-----|------------------------|---------------------------------|
| 1. | JOB TITLE: | Controller |
| 2. | DEPARTMENT: | Office of the Controller |
| 3. | IMMEDIATE SUPERVISOR: | Chief Financial Officer |
| 4. | PAY GRADE: | 25 |
| 5. | JOB CODE: | 0371 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | March 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | March 30, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, June 14, 2006 |
-
-

OCCUPATIONAL SUMMARY

Administers School Board's financial reports. Plans, organizes and directs all accounting, payroll, and accounts payable disbursement sections, and internal control functions to properly safeguard Board assets.

EXAMPLE OF DUTIES

1. Compiles and directs preparation and submission of Annual Financial and the FEFP Program Cost Reports to the State.
2. Compiles and directs preparation and submission of Comprehensive Annual Financial Report.
3. Compiles and directs preparation and submission of monthly Financial Management Report to the Board.
4. Organizes major quarterly and other annual reports to the State.
5. Directs control over general ledger and subsidiary ledgers.
6. Coordinates reporting with Office of Budget.
7. Directs and reviews reconciliation of bank accounts and investments.
8. Directs the operations of Accounts Payable and Payroll departments.

9. Directs and acts as liaison with the Office of Information Technology in implementation of new systems.
10. Serves as liaison and interfaces with auditors for internal and external audits.
11. Develops and provides input relating to policy and procedures.
12. Responds to inquiries related to accounting from all levels.
13. Develops and reviews annual budget for the various locations reporting to the Controller.
14. Interprets the State of Florida laws and regulations governing or affecting the District accounting, financing and reporting.
15. Interprets the Miami-Dade County Schools (M-DCPS) Board Rules and Regulations governing accounting, financing and expenditures.
16. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
17. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, reaching, sitting, standing, walking, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in accounting, finance, or business administration or Certified Public Accountant-(preferred).
2. Five (5) years experience in financial management/accounting, especially in governmental accounting.
3. Knowledge of and experience with a large scale electronic data processing and control system.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|-----|------------------------|---------------------------------|
| 1. | JOB TITLE: | Executive Director, Payroll |
| 2. | DEPARTMENT: | Payroll |
| 3. | IMMEDIATE SUPERVISOR: | Controller |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | 0379 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | March 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | March 30, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, June 14, 2006 |
-
-

OCCUPATIONAL SUMMARY

The primary responsibility is to organize and direct the operation of the Payroll Department.

EXAMPLE OF DUTIES

1. Supervises and directs all activities of the administrative and clerical staff in the Payroll Department.
2. Coordinates matters pertaining to Payroll with other administrative units.
3. Responds to inquiries on payroll matters including relationships with internal and external auditors and state and federal agencies.
4. Ensures that statutory requirements are not violated.
5. Ensures that controls are effective and in operation. Develops all tasks necessary to accomplish the organization's payroll processing objectives.
6. Reviews payroll statistics to monitor effectiveness of the Payroll Department.
7. Ensures adequate maintenance of payroll records and documents.
8. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

9. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in business or related field.

~~OR~~ AND

Minimum of ten (10) years of progressively responsible experience in a payroll field.

2. At least five (5) years of experience utilizing a large scale mainframe based payroll software system.
3. Five (5) years experience supervising a large size staff.
4. Ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Coordinator I, Design and Construction
2.	DEPARTMENT:	Educational Facilities Code Compliance
3.	IMMEDIATE SUPERVISOR:	Supervisor II, Educational Facilities Code Compliance
4.	PAY GRADE:	40
5.	JOB CODE:	0542
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	March 23, 2006
8.	POSITION AUTHORIZED:	Board Item A-2, January 19, 1994
9.	MINIMUM QUAL. CHANGE:	Board Item D-24, June 14, 2006

OCCUPATIONAL SUMMARY

This position coordinates with Contractors, Architects, and Miami-Dade County Public Schools (M-DCPS) Project Managers and is responsible for verifying that project documents submitted for new construction, renovations, and/or additions of M-DCPS facilities comply with all M-DCPS code enforcement procedures and applicable building codes.

EXAMPLE OF DUTIES

1. Interfaces with administrative and other personnel to define communication requirements based on user needs and code compliance.
2. Reviews all project documents for constructability of new construction, additions, and remodeling/renovation projects, and coordinates with Architects, Contractors, and M-DCPS Project Managers to ensure compliance with M-DCPS code enforcement procedures, and applicable building codes.
3. Ensures conformance of construction to the requirements of the drawings, specification codes, Department of Education (DOE) and M-DCPS code enforcement requirements.
4. Edits and administers documents, such as letters, specifications, technical reports, and memoranda referencing project reviews.
5. Maintains a library of specialized documentation, such as technical manuals, building plans, cabling and wiring lists, and technical catalogs.

6. Evaluates, makes recommendations, and produces written comments of each reviewed project.
7. Performs related work as required or as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Architecture/Engineering, Construction Management, and five (5) years experience in project review capacity/code compliance.

OR

A High School diploma and ten (10) years of documented experience as an active state licensed General Contractor or licensed Building Inspector/Plans Examiner.

2. Experience with computer programs such as Excel/~~ACCESS~~WordPerfect/Word for Windows.
3. At least five (5) years experience in plan review, design or construction management/code compliance in ~~an engineering capacity (i.e. electrical or mechanical)~~ a large institutional/educational environment.
4. ~~UBCI Certified (or be able to obtain UBCI certification within eight months)~~ or Certified building inspector with knowledge of the State Board of Education Rules Chapter 6A-2 and SREF (State requirements for Educational Facilities).
5. Ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Assistant Superintendent, Exceptional Student Education ~~Student/Career Services~~
 2. DEPARTMENT: Office of Special Education, Alternative Outreach, and Psychological Services
 3. IMMEDIATE SUPERVISOR: Associate Superintendent, Curriculum and Instruction
 4. PAY GRADE: 25
 5. JOB CODE: 0175
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: April 19, 2006
 8. POSITION AUTHORIZED: Board Item A-3, August 25, 1999
 9. POSITION REVIEWED: April 18, 2006
 10. MIN. QUAL. & TITLE CHANGE: Board Item D-24, June 14, 2006
-
-

OCCUPATIONAL SUMMARY

Develops policies and procedures governing Special Education, Alternative Outreach, Psychological Services, and Medicaid; assigns priorities for financial and personnel resources, plans and directs their operations and evaluates outcomes.

EXAMPLE OF DUTIES

1. Develops and recommends rules, regulations, and directives for implementing special education, psychological services, Medicaid, and provides supervisory support to regions and schools.
2. Consults with staff members, individually and in groups within the Office of Curriculum and Instruction, and other offices to plan program activities and resolve problems.
3. Reviews and approves requisitions, contracts, and personnel leave requests.
4. Prepares and approves Board items and reports, prepares and presents information at public meetings to citizens, administrators and teachers.
5. Prepares, reviews, develops, and approves budget analysis, special manuals or reports, audit reports; long-range plans; analyzes achievements results (testing) and plans programs to improve same District-wide.

6. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
7. Supervises Alternative Outreach Community Based Organization Programs, Specialized Center Schools and the Juvenile Justice Center School.
8. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, standing, mobility, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in Education or related field with certification and/or supervision, K-12.
2. ~~Five (5)~~ Seven (7) years combined school-based and Regional/District-wide administrative and supervisory experience.
3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|-----|-------------------------------|--|
| 1. | JOB TITLE: | Coordinator III, Maintenance Employee
<u>Services Resources</u> |
| 2. | DEPARTMENT: | Facilities Operations |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Employee Resources,
Facilities Operations |
| 4. | PAY GRADE: | 42 |
| 5. | JOB CODE: | 0686 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | April 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-3, April 14, 1999 |
| 9. | POSITION REVIEWED: | April 12, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, June 14, 2006 |
-
-

OCCUPATIONAL SUMMARY

Responsible for ensuring accuracy and efficiency in personnel administration functions and practices for Facilities Operations staff.

EXAMPLE OF DUTIES

1. Assists with the managing and reporting of adequate staff levels by identifying and screening candidates for open positions; scheduling interviews and interview panels; and processing the paperwork necessary for the hiring of personnel.
2. Supervises the work of subordinate staff responsible for supporting the various efforts of the office of Employee Resources.
3. Prepares and processes transfer request forms and provides follow-up with the Office of Personnel Services to ensure proper transfer of employees between work locations.
4. Regularly reviews open position reports; remains aware of future needs and takes appropriate action to maintain adequate staffing levels.
5. Works collaboratively with the Office of Worker's Compensation and Regional Maintenance Center Directors to ensure accurate reporting of employee injuries and subsequent work assignments. Completes and maintains paperwork and reports as appropriate.

6. Maintains database of trade licenses and certifications and completes reports as appropriate.
7. Supervises the use of the Payroll/Absentee reporting system, and coordinates the consolidation and retention of Payroll/Personnel documents (i.e., Payroll Rosters, Timecards, Leave Cards, Overtime Authorizations, etc.) in accordance with established School Board policies and legal requirements.
8. Uses various software applications to create, maintain, review, analyze, and evaluate information for reports, presentations and various correspondences.
9. Prepares presentation material to include printed handouts and PowerPoint presentations.
10. Performs other duties comparable to the above and related to general administrative responsibilities assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, walking, finger dexterity, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Human Resources, Business, English, Communication, Public Administration or other related field and four (4) years documented progressive experience in human resources functions to include administration and supervision of staff and processes.
2. An in-depth knowledge of payroll, personnel practices and project staffing. Experience working with and implementation of Collective Bargaining Agreements a plus
3. Minimum of five (5) years of experience with computerized systems within a large private or public entity. Advanced skills utilizing word processing, presentation, spreadsheet and database software (Word, Excel, PowerPoint, Access, Visio)
4. Personnel administration and/or management experience in a facilities operations environment strongly desired.
5. Demonstrated ability to communicate clearly and concisely, both orally and in writing, on both technical and non-technical matters.
6. Ability to supervise personnel and/or processes.
7. Possession of a valid Florida driver's license.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Coordinator III, ~~Vehicle~~ Transportation Fleet Maintenance
 2. DEPARTMENT: Transportation
 3. IMMEDIATE SUPERVISOR: District Director, Vehicle Maintenance
 4. PAY GRADE: 42
 5. JOB CODE: 0483
 6. BARGAINING UNIT: 8
 7. DATE OF LAST REVISION: May 16, 2006
 8. POSITION AUTHORIZED: Board Item C-5, October 1, 1986
 9. POSITION REVIEWED: May 15, 2006
 10. MIN. QUAL. & TITLE CHANGE: Board Item D-24, June 14, 2006
-

OCCUPATIONAL SUMMARY

Coordinates and directly supervises the school bus Monthly Safety Inspection Program and ensures follow-up maintenance is performed. Supervises multiple maintenance and parts centers including parts warehousing, transportation center parts rooms and rebuild shops. Experience in a computerized fleet maintenance and parts inventory system. Supervises administrative functions related to maintenance programs including personnel and payroll.

EXAMPLE OF DUTIES

1. Supervises the school bus maintenance shops in the proper administration and operation of the monthly School Bus Safety Inspection and the fleet preventive maintenance programs.
2. Insures that all forepersons, leadpersons and mechanics are trained in the correct methods of School Bus Safety Inspections. Requires all buses to be inspected monthly by Miami-Dade County Public Schools (M-DCPS) mechanics.
3. Directly and indirectly supervises over 100 employees in their day-to-day operations and manages a fleet maintenance budget in excess of two million dollars.
4. Investigates all school bus accidents where a death or serious injury occurs or the bus is physically damaged to the extent it cannot be safely driven.
5. Evaluates and assesses individual and shop productivity. Institutes programs and procedures to achieve maximum productivity and efficiency.

6. Evaluates, monitors and makes recommendations for upgrading the fleet maintenance programs, using data provided by the Shop Managers, to reduce the fleet maintenance cost and establish realistic fleet maintenance cost-per-mile data.
7. Implements training programs to enhance the technical knowledge and skills of all mechanics, forepersons and leadpersons.
8. Establishes a warranty repair program and monitors the program to insure maximum utilization of warranty repair to reduce fleet maintenance cost and down time. Trains all forepersons and leadpersons on the Original Equipment Manufacturer warranty procedures and insures they are followed.
9. Monitors shop safety to include safe work habits and inspections of tools and equipment. Evaluates all shop injuries and accidents and makes recommendations to correct or eliminate the problems.
10. Makes recommendations on facilities improvements and maintenance.
11. Monitors all Environmental Regulation requirements applicable to the shops and initiates any corrective action needed to comply with current Environmental Protection Agency regulations.
12. Have detailed knowledge of the parts system in order to provide information that will improve parts support for the fleet maintenance programs.
13. Workable knowledge of personal computer system to be used to generate internal reports and data that will assist in fleet maintenance management and to provide fiscal input for budget preparation. Manages the fleet maintenance part of the annual budget.
14. Maintains positive control and up-to-date inventory on all property assigned to the shops.
15. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
16. Performs other administrative functions as may be directed by proper authority.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors and requires in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Management, Transportation or related field and two (2) years documented management experience in Heavy Duty Truck or Bus Fleet Maintenance, or as a Heavy Duty Truck Dealership Service Manager

OR

Eight (8) years documented management experience in Heavy Duty Truck or Bus Fleet Maintenance or as a Heavy Duty Truck Dealership Service Manager.

2. Minimum of five (5) years as an auto, truck, or bus mechanic.
3. Possession of a valid CDL license Class B with passenger endorsement is desired.
4. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|-----|----------------------------|---|
| 1. | JOB TITLE: | Eetran <u>Edulog</u> Operations Specialist |
| 2. | DEPARTMENT: | Department of Transportation |
| 3. | IMMEDIATE SUPERVISOR: | District Director, Transportation Operations |
| 4. | PAY GRADE: | 42 |
| 5. | JOB CODE: | 0879 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | May 19, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | May 17, 2006 |
| 10. | MIN. QUAL. & TITLE CHANGE: | Board Item D-24, June 14, 2006 |
-
-

OCCUPATIONAL SUMMARY

Under the general direction of the District Director, Transportation Operations, plans, manages, and facilitates the use of computer systems for the purpose of establishing school bus routes and other required reports. Ensures that such routes provide for the safe transportation of students to and from all schools in the district.

EXAMPLE OF DUTIES

1. Develops and administers in-service training on the use of the computerized routing systems and related systems.
2. Responsible for the purchasing of necessary computer hardware and software items. Coordinates the installation and testing of such items.
3. Assumes liaison responsibilities between the Department of Transportation and Office of Information Technology/Management Information Systems.
4. Responsible for the development of a centralized computer routing system. Coordinates the district wide transportation needs of this system with the various Regional Transportation Centers.
5. Responsible for providing the necessary data to the Office of Information Technology for the purpose of maintaining a continuing update of the electronic map.

6. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. Associate of Arts degree ~~with a~~ (Bachelor's degree preferred).
2. Minimum of three (3) years work experience in the Operations section of a school bus transportation department, municipal transportation department, or school district

OR

Two (2) years experience in computer systems, including knowledge of computerized routing procedures.

3. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|-----|------------------------|--|
| 1. | JOB TITLE: | Coordinator, Wage and Salary <u>Compensation Administration</u> |
| 2. | DEPARTMENT: | Compensation Administration |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Compensation Administration |
| 4. | PAY GRADE: | 19 |
| 5. | JOB CODE: | 0107 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | May 3, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | May 2, 2006 |
| 10. | TITLE CHANGE: | Board Item D-24, June 14, 2006 |
-

OCCUPATIONAL SUMMARY

Assists with the management of the District's Compensation and Classification Programs, performing a wide variety of administrative and technical tasks in the functional areas of job classification, job studies, personnel utilization planning, personnel information systems management, and administration of compensation provisions of collective bargaining agreements.

EXAMPLE OF DUTIES

1. Assist with the development and implementation of compensation programs, practices and procedures, and formulates proposals for contract negotiations and Board rules.
2. Assists in the development and analysis of periodic salary surveys conducted by Miami-Dade County Public Schools (M-DCPS); responds to various incoming salary surveys.
3. Develops cost estimates and comparisons to assist in negotiation of labor contracts, and operating manuals for other employee groups.
4. Coordinates administration of extra duty payments, and stipends, with work locations, District offices, Compensation Administration, and Payroll department.
5. Audits personnel information management reports for conformance to user specifications and recommends modifications as necessary for effective department operations.

6. May advise employees of salary overpayments and their cause, resolve conflicts in relation to them, and negotiate repayment schedules with employees or their representatives.
7. Implements salary and classification/reclassification provision of collective bargaining agreements and Board rules by consulting with and/or advising appropriate work location administrators throughout M-DCPS of these provisions.
8. Provides guidance and direction to all levels of M-DCPS administration regarding Compensation Administration policies, procedures and practices.
9. Confers with staff of M-DCPS' Information Technology Services to develop, implement and refine automated information processing specifications and programs necessary to support the compensation administration function. Develops specifications for various salary reports.
10. Analyzes selected managerial, professional administrative, technical, clerical, trades and labor jobs; recommends appropriate job classification, levels of compensation and prepares job descriptions.
11. Performs other related administrative or technical tasks as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: mobility, sitting, standing, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATIONS

1. Bachelor's degree with major coursework in Business, Educational or Public Administration, Industrial Relations, Personnel Management, Education or related field.
2. Minimum of three (3) years of professional personnel management experience in compensation and/or classification management or other related personnel work with a working knowledge of automated personnel/payroll processes.
3. Experience in the preparation of manuals, handbooks, or operating procedures.
4. Ability to communicate effectively, through written and verbal forms.