

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : DIRECTOR OF PERSONNEL**  
**Code: 150025 EBP**  
**Page : 1 of 2**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Directs, coordinates, implements, and evaluates a school personnel program; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in developing and administering a personnel program which includes both the professional and non-professional staff.

**TYPICAL DUTIES**

1. Develops, coordinates and implements recruitment policies, procedures, and practices for professional and non-professional personnel.
2. Analyzes positions in the non-professional area, and interviews and hires in accord with Civil Service regulations and school board policy.
3. Proposes wage and salary plans, analyzes labor contracts, recommends changes and modifications.
4. Assists in the negotiations of labor contracts.
5. Develops and administers the maintenance of personnel records and reports.
6. Establishes and administers personnel programs.
7. Acts as liaison with other school districts, municipal, state and federal agencies regarding personnel matters.
8. May attend school board, and other meetings to represent the school district in matters related to personnel functions.
9. Undertakes special research programs, as required.

**\*ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of principles and practices of personnel administration.
2. Thorough knowledge of methods and techniques of personnel recruitment, placement, and training.
3. Thorough knowledge of Civil Service Rules and regulations.
4. Thorough knowledge of rules and regulations governing teacher certification.
5. Ability to analyze complex personnel problems, and make appropriate recommendations.
6. Ability to supervise administrative and clerical personnel.
7. Ability to establish and maintain effective working relationships with the staff, members, associates, and subordinates.
8. Ability to express oneself effectively, both orally and in writing.