

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST

QUALIFICATIONS:

- (1) High school diploma or equivalent; Associate's degree or higher desired.
- (2) Three (3) or more years of successful experience in a personnel administration or records management function for a large or medium-sized entity.
- (3) Demonstrated knowledge of personnel records-related information for a large or medium-sized entity.
- (4) Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- (5) Demonstrated knowledge of legal statutes and regulations pertaining to personnel records-related information and retention.
- (6) Any combination of education, training and experience which provide the required knowledge, skills and abilities to perform the essential functions of the job.
- (7) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use a personal computer and software. Ability to communicate with school personnel, district employees and public in a professional manner. Effective oral and communication skills. Knowledge of and ability to read and interpret applicable statutes, rules and policies.

Ability to work independently, organize, manage time and prioritize duties. Possess good mathematical skills.

REPORTS TO:

Appropriate Human Resources Manager, Coordinator, and/or Director

JOB GOAL

To provide records management and distribution services for all District schools and departments.

SUPERVISES:

Student Assistants

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Monitor all personnel and district records-handling activities to ensure full compliance with applicable statutes, regulations, District policies and departmental procedures relating to proper personnel records custodial care, including security and confidentiality requirements.
- * (2) Sort and assemble documents for distribution to District schools and departments.
- * (3) Establish schedules for all document imaging projects and document distribution.
- * (4) Facilitate the receipt of scanned and distributed documents.
- * (5) Respond to information requests from within and outside the District regarding personnel records-related information.
- * (6) Verify and monitor workflow for adherence to standards and policies.
- * (7) Provide input to proposed new programs, policies and procedures.

HUMAN RESOURCES SPECIALIST (continued)

- * (8) Monitor and perform quality assurance testing, including inspection of scanned images.
- * (9) Process and input information concerning, certification, leaves of absence, and other personnel records-related data.
- * (10) Coordinate contracts with service providers.
- * (11) Perform other related duties as assigned.

Inter / Intra-Agency Communication and Delivery

- * (12) Communicate effectively with staff, public and vendors.
- * (13) Work with principals and school staffs, District staff, vendors and the general public to provide services and materials.
- * (14) Respond to inquires or concerns in a timely manner
- * (15) Keep immediate supervisor informed of potential problems or unusual events.

Employee Qualities/Responsibilities

- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Provide for a safe and secure workplace.
- * (18) Model and maintain high ethical standards.
- * (19) Follow attendance, punctuality and proper dress rules.
- * (20) Maintain confidentiality regarding work matters
- * (21) Maintain positive relationships with staff and vendors.
- * (22) Participate in workshops and training sessions as required.

Professional Growth and Improvement

- * (23) Keep well informed about current trends and best practices in areas of responsibility.
- * (24) Maintain expertise in assigned area to fulfill goals and objectives.
- * (25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (26) Promote and support professional growth for self and others.

Systemic Functions

- * (27) Prepare all required reports and maintain appropriate records.
- * (28) Represent, consistently, the District in a positive and professional manner.
- * (29) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (30) Follow all School Board policies and Florida Statutes as they relate to this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 18

DATE OF BOARD APPROVAL: 04/19/2005