

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

PERSONNEL SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma (Associate Degree preferred).
- (2) Experience in typing, transcription, data entry and office practices.
- (3) Experience in a personnel office. Public school system preferred.
- (4) Ability to work effectively with people.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of basic office procedures and the operation of computers, office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to comprehend and interpret Florida Statutes, State Board Regulations, School Board Policies and State Retirement Rules. Ability to deal effectively, courteously, and professionally with school personnel and the general public. Work involves the application of much independent judgment in the performance of assigned duties. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to maintain confidentiality.

REPORTS TO:

Chief Human Resources Officer or designee

JOB GOAL

To assure the smooth and efficient operation of the personnel office so that the office's maximum positive impact on the district can be realized.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform clerical duties required by activities and functions of the department including preparing and sending correspondence, receiving and routing incoming/outgoing mail, setting up and maintaining files, handling personnel records and request, preparing, processing and submitting required personnel agenda items, applications, reports, forms, records, manuals and other assigned projects.
- * (2) Perform financial duties required by the activities and functions of the department including maintaining inventory, purchasing equipment and supplies, assisting in preparation and maintenance of budget and other assigned projects.
- * (3) Answer telephone, route and make calls, record messages, answer questions and provide information.
- * (4) Direct the processing of employee paperwork for job entry.
- * (5) Receive, transfer and record all funds received through the Human Resource Office and prepare accurate records for audit.
- * (6) Check the completion of annual performance assessment evaluation forms for personnel.

PERSONNEL SPECIALIST (CONFIDENTIAL) (Continued)

- * (7) Assist in the preparation and information for terminal pay to retiring employees or to beneficiaries.
- * (8) Assist personnel on general employment procedures, policies, benefits, and wages.
- * (9) Advise and assist principals and department heads in handling of technical problems.
- * (10) Assist in maintaining all annual and sick leave records.
- * (11) Assist with serving as custodian for all regular and confidential records.
- * (12) Check and verify all payrolls following the submission to the payroll department and attend to any complaints arising from payroll computation.
- (13) Schedule appointments for the Chief Human Resources Officer as needed.
- * (14) Prepare and distribute Vacancy Notices.
- * (15) Maintain confidentiality.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force 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 District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 6

Salary Lane: Support CCZ

Approved 06/19/2018