

SCHOOL DISTRICT OF WAKULLA COUNTY

HUMAN RESOURCES SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent or higher.
- (2) Minimum of five years in an office setting.
- (3) Thorough knowledge of office practices and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform assigned highly responsible and confidential administrative duties in direct support to the Chief Human Capital Officer in all areas of the Human Resources Department. Additionally, provide district-wide administrative support as necessary for staffing and risk management purposes. Demonstrate a broad knowledge of the organization, operation, and goals of the work environment. Good oral and written communications skills. Must be team minded and professionally ethical. Serve as a public relations/customer service/liaison to the public and schools as it relates to workforce and risk management. Ability to prepare and submit reports and data as assigned. Adhere to and knowledgeable of School Board policies and procedures pertaining to personnel and risk management. Ability to exercise independent judgment in assigned duties and deal effectively and courteously with internal and external customers. Maintain personnel records while upholding the integrity of confidentiality pursuant to state and federal laws. Ability to be bonded for the office of Notary Public for the State of Florida. Become certified by the Bureau of Educator Certification Partnership Training Program.

REPORTS TO:

Chief Human Capital Officer

JOB GOAL

To provide highly responsible clerical, administrative and supervisory support to all areas of the Human Resources and Risk Management Departments. Perform both routine and non-routine administrative support as needed in direct support to the Chief Human Capital Officer. To function and carryout designated responsibilities with limited supervision with high levels of accuracy, confidentiality, and professionalism.

SUPERVISES:

Human Resources Department Office Assistant(s)

PERFORMANCE RESPONSIBILITIES:

- (1) Performs a wide range of routine and non-routine administrative tasks assisting with daily operations and efficiency of the Human Resources and Risk Management Departments. (correspondence, mail, scheduling, training)
- (2) Greets office visitors and receives telephone calls providing information on personnel and employment matters.
- (3) Assist schools and district with pre-employment tasks such as job postings, advertising, testing, hiring, and training following the process until completion of hiring.

Human Resources Specialist (Continued)

- (4) Assists with Level 2 and 1 clearance for vendors, contractors, interns, mentors, service providers, personnel, and applicants.
- (5) Coordinates and maintains various departmental and employee files.
- (6) Researches and maintains data for reports and legal matters pertaining to the Human Resources and Risk Management Departments.
- (7) Assists with employment requirements for all personnel. Consisting of, but not limited to, application process, document requirements, and orientation.
- (8) Assists and schedules continuing education for New Educator Training, Sub Solution, Wakulla Educational Leadership Academy and Administration.
- (9) Stays up-to-date with a wide variety of information pertaining to state and federal laws and regulations then distributes as needed for adherence to these laws and regulations.
- (10) Maintains a working partnership with the Florida Department of Education and Panhandle Area Educational Consortium on behalf of staff data requirements and reporting, certification, and risk management.
- (11) Assists in updating and submitting for School Board approval various departmental manuals, brochures, contracts and handbooks; e.g. Appointment forms, Personnel Handbook, Equity Handbook, New Educators, Hiring Procedures, Employee Awards Program, Wakulla Educator Orientation and Induction Program Professional Educators Competencies, Teacher Evaluation Handbook, Wakulla Classroom Teacher Association Contract, Job Descriptions)
- (12) Prepares Family Medical Leave Act (FMLA) letters and documentation; tracks and records FMLA personnel files; works closely with personnel, Finance Department, and schools throughout the process.
- (13) Facilitates the adherence to laws and distribution of public records request along with maintaining records of request and distributed information.
- (14) Gives direct support to the Risk Management Department. Including but not limited to liability insurance and security adherence, breaches, and training.
- (15) Ability to attend conferences pertaining to assigned responsibilities or in the absence of the Chief Human Capital Officer for purposes of networking and compliance.
- (16) Accommodates the state auditors with request of records and compliance questions.
- (17) Assist with internal investigations.
- (18) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work

Exerting up to 20 pounds of force occasionally.

EVALUATION:

Annually by designated administrator

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.