

School District of Franklin County

Job Description

**PERSONNEL SPECIALIST**

QUALIFICATIONS:

1. High School Diploma.
2. Minimum of two (2) years' experience in clerical and/or computer skills. (References required to verify competency or demonstrate competency of required skills.)

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize personal computer/mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess full mathematical skills.

REPORTS TO: HUMAN RESOURCES OFFICER

JOB GOAL

To provide services in the area of personnel to all District schools and departments in the most efficient and timely manner.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES: Service

Delivery

1. Create and maintain employee profiles in electronic payroll system to include pay records, benefits, deductions, direct deposit and retirement status.
2. Create and maintain position control and assignments within electronic payroll system.
3. Create and maintain employee setup and workweek schedules in electronic time management system.
4. Maintain employee placement within the organization charts of the electronic payroll system.
5. Process employee change requests within the electronic payroll system
6. Serve as insurance contact person, correct errors, resolve problems and answer questions.
7. Receive and maintain retiree checks for insurance coverage,
8. Monitor COBRA file for terminated employees and serve as contact person.
9. Type, duplicate, assemble, and send materials as requested by the Human Resources Officer
10. Create data mining reports upon request (i.e. auditors, public records)
11. Process new hires and termination in the benefits software for insurance enrollment and termination
12. Update FRS plan corrections by reviewing monthly FRS reports.

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13. Add, change and delete retiree's insurance payments in FRS.
14. Add update and maintain all salary and payroll schedules.
15. Add, update and maintain all benefit and deduction codes and amounts.
16. Calculate yearly retro pay to ensure all employees are paid correctly including late hires and those with breaks in service.
17. Provide payroll spreadsheets to late hires and employees with breaks in service as a source of information for their financial budgeting.
18. Create employee contracts upon hire and/or rehire to new positions.

Inter / Intra-agency Communication and Delivery

19. Provide for positive communication among staff.
20. Serve as a resource to schools and departments in areas of responsibility.
21. Serve as a liaison with other agencies as required.
22. Keep Supervisor informed about potential problems and unusual events.

Employee Qualities / Responsibilities

23. Maintain confidentiality regarding all matters related to assignment.
24. Participate in workshops and training sessions as required.
25. Maintain work area in a safe and secure manner.
26. Model and maintain high ethical standards.
27. Report to work regularly and on time.

System Support

28. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
29. Assist and/or direct the investigation of errors and complaints.
30. Assist in training other personnel providing back-up assistance as necessary.
31. Assist the Supervisor with required reports.
32. Perform other duties as assigned by Supervisor and/or Superintendent.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT: (12 Month Personnel)**

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 School Board's policy on evaluation of personnel.

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I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* Confidential Employee. Not eligible for union participation.

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Tasks she performs which are not in her job description and which she should no longer perform:

1. Allocate monthly Time Off accruals and manage late hire and termination accruals to avoid contract overpayments
2. Process and upload 3<sup>rd</sup> party retirement plan payments (AXA/Equitable)
3. Assist payroll specialist with creating and/or updating timekeeper timesheets when necessary
4. Execute FRS retirement form FC-1
5. Process semi-monthly 3<sup>rd</sup> party retirement plan payments and submit monthly demographics