

Bradford County School District

Job Description

PERSONNEL SPECIALIST

QUALIFICATIONS:

- 1) High school diploma or equivalent; Associates degree or higher in related field preferred
- 2) Proficient in standard business office software preferred (Excel, Word, Office, Powerpoint, etc.)
- 3) Proficient in use of standard office equipment (computer, copier, fax machine, etc.)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state, and district rules, regulations, and policies as they relate to job functions. Knowledge of the district's personnel system and administration. Knowledge of office practices, procedures and methods. Ability to be responsible, timely, and prioritize job duties. Ability to express ideas clearly, both orally and in writing. Ability to respond to inquiries and assist constituents and employees in a courteous and professional manner. Skill in the application of modern clerical techniques and practices as they relate to job duties.

REPORTS TO:

Director of Human Resources

JOB GOAL

Assists with the functions of the human resources department by providing specialized support to promote and maximize services provided to the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Assist administrators and supervisors by posting vacant position notices.
- 2) Participates in various functions to support the hiring process, to include experience verification for salary authorization, orientation programs for prospective employees and the onboarding of new employees.
- 3) Assist applicants for instructional positions in applying for certification.
- 4) Provides support to employees during the educator certificate renewal process.
- 5) Maintain accurate certification records and notify employees of expiration (renewal) dates.
- 6) Assist with processing of all district issued certificates.
- 7) Check for in-field/ out-of-field and track hours required for out-of-field.
- 8) Participate in and provide support for the annual employee reappointment and year-end processes.
- 9) Update employee records.
- 10) Compile, analyze, and interpret human resources data for all stakeholders.
- 11) Assist in maintaining FDLE fingerprint database and related documentation to ensure compliance with federal, state, and district guidelines.

- 12) Perform processing of workmen's compensation claims.
- 13) Prepare new hire and affirmative action reports.
- 14) Receive personnel items for School Board approval and assist in preparation of the personnel agenda.
- 15) Serve as a substitute teacher contact for the district; screen and process substitute teachers; maintain approved substitute list.
- 16) Assist with screening and approval of volunteer applications.
- 17) Assist with preparation of and review of all employee status change forms.
- 18) Assist with proper job distribution codes and processes for salary purposes.
- 19) Participate in audits as directed.
- 20) Provide support in social media efforts, updates human resources web pages, and participates in district recruitment events.
- 21) Utilize current technology to perform job functions and participate in training programs offered to increase technical skills, job proficiency and best practices relevant to job.
- 22) Maintain office inventory, documents/forms and supplies.
- 23) Perform all other duties as assigned.

PHYSICAL ABILITY 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:

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 the Board's policy on evaluation of personnel.

Lane 9 of the ESP Salary Schedule
FLDOE Job Code 77330

Date Approved by Board: 07/12/2021