PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6976
Pay Grade: D10

FLSA: Non-Exempt

HUMAN RESOURCES REPRESENTATIVE

REPORTS TO:
Human Resources Partner

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Graduation from a standard high school or possession of a GED and four (4) years office experience or an equivalent combination of education, training, and experience. Strong organizational and communication skills. Experience with Microsoft Office Suite preferred.

MAJOR FUNCTION

Performs advanced, complex clerical work in carrying out a variety of specialized or technical responsibilities. Applies varied procedures in accomplishing duties in Human Resources Services. Work involves a high degree of independent judgment and moderate decision-making based on experience or knowledge of department operations. Incumbent is required to perform complex duties of a specialized nature. Work is performed under general direction and is reviewed through observation and evaluation.

ESSENTIAL RESPONSIBILITIES

- Performs varied clerical duties in accordance with standard procedures including operating a computer, utilizing Human Resources Information Systems (HRIS) systems, Microsoft Office software, copying, filing, tabulating information, and answering telephones.
- Maintains complex, specialized, files and technical records particular to Human Resources Services
- Processes hiring recommendations by reviewing applications and supporting documentation to verify minimum qualifications, eligibility, and compliance with district requirements and applicable procedures.
- Coordinates pre-employment and onboarding activities including background screenings, fingerprinting, new hire processing, start date confirmation, employee identification setup, and distribution of onboarding and benefits-related information.
- Collects and distributes specialized forms and onboarding documentation to the applicable departments.
- Enters and maintains new hire and personnel action information within the district's Enterprise Resource Planning (ERP) and related systems; prepares personnel action documentation to support employment transactions and record accuracy.
- Acts as liaison between the Human Resources Department and district and school personnel.
- Applies knowledge of principles, practices, procedures, equipment, operation, organization, fiscal, and procedural regulations applicable to Human Resources Services.
- Provides information correctly and concisely both orally and in writing.
- Maintains a familiarity with state and district certification requirements.
- Processes documents for hiring full-time, part-time, contracted services employees, and supplements for school/department sites.
- Calculates salary for job changes, promotions/demotions, and determines supplemental pay adjustments resulting from late starts, early terminations, or changes in assignment duration.
- Assists administrators and employees with issues regarding Human Resources matters.
- Checks completeness and accuracy of the contents of all personnel folders and packets from processing and substitute to permanent packets from sites. Follow up as appropriate with any missing or incorrect information.
- Works with the Human Resources Partner to reconcile and verify allocated and adjusted units, identify vacancies by category, and enters the appropriate information to create transfer and vacancy lists.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Maintains and updates staffing, contract, and employee status lists for assigned Human Resources Partner based on new hires, terminations, non-reappointments, and related personnel actions. • Ensures accuracy of employee data in the ERP system. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 05/08/15 CH; BOARD APPROVED: 05/19/15; REVISED REPORTS TO, MQ, MF, ER 08/12/23 PT; BOARD APPROVED: 09/26/23; REVISED: ER 05/28/26 CS

HUMAN RESOURCES REPRESENTATIVE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				