

## **JOB TITLE: HUMAN RESOURCES SPECIALIST**

### **JOB DESCRIPTION:**

This employee is responsible for overseeing daily staffing operations and offering assistance to staff in the performance of their duties as needed. In addition, the specialist provides district-wide administrative support.

Duties of this position include but are not limited to:

1. Providing support to district-level administrative staff in developing personnel procedures.
2. Assisting administrative customers in administering the School Related Personnel and Instructional Master Contracts, implementing and complying with Board policy and Fair Labor Standards Act.
3. Implementing contractual processes for Reduction in Force or Layoff/Recall of employees.
4. Maintaining and updating all control files.
5. Coordinating training of district office and school-based personnel in the understanding and utilization of personnel and payroll information process.
6. Developing procedures and forms whereby school-based personnel can add to, delete from, or update personnel master files.
7. Developing additional coding as needed for future personnel computer programs.
8. Coordinating work flow and procedures between Human Resources, Payroll, Employee Benefits, and Budget/Bookkeeping.
9. Acting as liaison between Human Resources and other offices such as Finance, Employee Relations, and Information Services.
10. Assigning priorities and establishing deadlines.
11. Supervising, developing, and evaluating subordinates.
12. Reviewing activities of personnel to assure compliance with federal and state statutes.
13. Assisting in making recommendations for the employment and assignment of personnel.
14. Participating in annual negotiation meetings as a member of the School Board's team.
15. Preparing confidential reports for negotiations.
16. Maintaining job titles and allocations for position control.
17. Processing annual salary increases and bonuses.
18. Serving on the district school calendar committee and developing work calendars for each school year.

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19. Designing and developing employee data sheets.
20. Maintaining contracts for employment for all employees to comply with Florida Statutes.
21. Screening and submitting items for School Board approval.
22. Updating annually and maintaining the Salary Schedule Book.
23. Submitting data to the Department of Labor on newly hired employees.
24. Preparing reports for the Department of Labor and other federal and state agencies and district personnel.
25. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Minimum of five years of experience in an office setting.
2. Experience in supervising the work of others.
3. Effective communication skills.
4. Thorough knowledge of office practices and procedures.
5. Ability to type at least 30 words per minute.
6. High school diploma or GED.

**DESIRED QUALIFICATIONS:**

1. Associate's degree or bachelors degree.
2. Experience in public school setting.