JOB DESCRIPTION

PERSONNEL SPECIALIST

Class Code: 7661

TITLE: Personnel Specialist
Grade 18

REPORTS TO: Director of Human Resources

SUPERVISES: 

JOB FUNCTION: Perform a wide variety of duties as determined by the Director of Human Resources to include (but not limited to) completing reports, scheduling meetings, managing the financials of Human Resources, and other duties as needed

DUTIES AND RESPONSIBILITIES:

- Assist the Director in compiling information for the EEO-5 report and Affirmative Action Plan.

- Coordinate the planning and implementation activities of the personnel services component of automated data management systems (i.e. MUNIS, Winocular, AESOP, Gallup Insight).

- Perform personnel and clerical duties related to administrator applicants and hiring process; personnel meetings, scheduling, tracking and follow-up; scheduling and assisting Director in the planning of retention and leadership growth programs (i.e. Aspiring Leadership Program 2, New Administrators’ Mentorships Program, New Administrators’ Orientation).

- Administer personnel procedures in accordance with employee agreements including new hires, transfers, assignments, and returns from leave.

- Communicate with applicants, employees, school principals and other supervisors regarding personnel matters including salaries, certification, retirement, evaluations and application status.

- Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters such as position vacancies, personnel regulations, policies and procedures.
DUTIES AND OTHER RESPONSIBILITIES (CONT.):

- Maintain employment and other personnel records regarding administrators and staff on memorandum of agreements; including timely and accurate updating of electronic applicant and employee databases.

- Distribute, receive, record and maintain files on administrative job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.

- Works with the Director on orientation for new administrators and provide necessary information; assist in the completion of necessary documentation; process salary placement forms making changes as required.

- Prepare, update, maintain and process a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations; verify and post information as necessary to assure completeness and accuracy.

- Provide statistical information as requested by the Director of Human Resources.

- Compose letters, memoranda, lists and other materials according to established procedures.

- Order and maintain office supply inventories, orientation materials, workshop materials, and other materials for projects as directed by the Director.

- Maintains Human Resources payroll records and files.

- Perform other duties as assigned.

- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District personnel policies and procedures.
- Personnel office methods, practices and procedures.
- District organization, operations, policies and objectives relating to personnel activities.
JOB DESCRIPTION

PERSONNEL SPECIALIST

• Applicable sections of State Education Code and other applicable laws regarding assigned personnel activities.
• Record-keeping techniques.
• Operation of a computer terminal and other office equipment.
• Oral and written communication skills.
• Telephone techniques and etiquette.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

• Interpret, apply and explain District policies, procedures, rules and regulations regarding classified and certified personnel.
• Perform a variety of specialized and technical duties concerning the employment of classified, certified and administrative personnel.
• Maintain personnel records, files and prepare related reports as requested.
• Learn and apply rules, regulations involved in assigned activities.
• Learn and apply applicable sections of State Education Code and other applicable laws.
• Maintain the security of confidential materials.
• Appropriately apply personnel rules and related procedures.
• Determine appropriate action within clearly defined guidelines.
• Communicate effectively both orally and in writing.
• Maintain records and prepare reports.
• Establish and maintain cooperative and effective working relationships with others.
• Meet schedules and time lines.
• Work independently with little direction.

PHYSICAL DEMANDS:

• Work is performed while standing, sitting and/or walking.
• Requires the ability to communicate effectively using speech, vision and hearing.
• Requires the use of hands for simple grasping and fine manipulations.
• Requires bending, squatting, crawling, climbing, reaching.
• Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

• Associate Degree (preferred) and three years responsible experience including experience in maintaining electronic databases.
LICENSES AND OTHER REQUIREMENTS:

Must take all required clerical assessments and earn a passing score.

Original Date: 01/1999
Revision Date: 10/2002
Revision Date: 07/2011
Revision Date: 07/2012