

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PERSONNEL SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent with post-secondary business secretarial skills training or equivalent work experience.
- (2) At least six (6) years successful experience in secretarial services.
- (3) Capable of typing at least sixty (60) correct words per minute.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School District's personnel system and administration. Knowledge of modern office practices and procedures. Ability to prepare and maintain complex records and reports. Ability to express oneself effectively orally and in writing. Ability to establish and maintain good relationships with employees and the public. Ability to work accurately with figures.

REPORTS TO:

Supervisor of Human Resources

JOB GOAL

To provide specialized duties in personnel services, including the processing of personnel transactions, record-keeping, and employment procedures in an accurate, timely and effective manner, and to provide clerical and record keeping assistance in the Human Resources Department.

SUPERVISES:

N/A

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:

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 Board's policy on evaluation of personnel.

Job Description Supplement No. 05

PERSONNEL SPECIALIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Distribute employment applications and information concerning vacancies.
- * (2) Orient new employees to available benefits according to position and assist them with completion of new employee packets.
- * (3) Prepare and distribute current vacancy listings.
- * (4) Process and maintain all employment applications.
- * (5) Open and process mail.
- * (6) Duplicate materials as needed.
- * (7) Type and file documents as needed by the Director.
- * (8) Perform duties as receptionist for personnel.
- * (9) Calculate grade point averages for Teacher Assistant and Substitute Teacher applicants.
- * (10) Distribute Teacher Certification applications and assist with filing of applications.
- * (11) Provide information regarding the requirements for Teacher Certification.
- * (12) Distribute information to teachers regarding certification examinations.
- * (13) Serve as Certification Contact for the District.
- * (14) Process substitute teacher applications and ensure that all requirements are met before issuance of a certificate.
- * (15) Submit, to the Department of Education, all cleared fingerprint information and issue requests on all certificates.
- * (16) Notify successful applicants of position offerings.
- * (17) Notify unsuccessful job applicants that the positions for which they interviewed have been awarded to others.
- * (18) Assist in the implementation of the District's insurance program to include maintaining current files for all employee and retiree insurance.
- * (19) Process life insurance claims.
- * (20) Verify insurance coverage to hospitals and physicians.
- * (21) Disseminate information for Cobra participation.
- * (22) Prepare lists of personnel changes monthly and reappointment of personnel annually for School Board action.
- * (23) Maintain current records concerning certification of employed personnel where certificates are required, and notify the supervisor of Human Resources of personnel whose certificates are expiring or for whom no certificate is on record.

Employee Qualities / Responsibilities

- * (24) Keep abreast of all rule changes in certification.
- * (25) Maintain confidentiality of employee and department matters.
- * (26) Maintain effective communications with District personnel and the public.
- * (27) Demonstrate punctuality and good attendance.
- * (28) Exercise good judgment.

System Support

- * (29) Complete records and reports efficiently and effectively.
- * (30) Demonstrate cooperation and teamwork.
- * (31) Keep Director of Human Resources apprised of potential problems and unusual events.
- * (32) Demonstrate support for the School District and its goals and priorities.
- (33) Perform other duties as assigned.

*Essential Performance Responsibilities