

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

HUMAN RESOURCES SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in Human Resources, Business Administration, or a related field from an accredited institution.
- (2) Prior work experience in the field of Human Resources, preferably related to public education.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to provide skilled administrative support to the District's Human Resources programs. Responsibility for confidential and highly complex duties. Ensure compliance with a wide variety of personnel policies and procedures, laws, board policies, administrative rules, and collective bargaining agreements. Participate in the design, implementation, monitoring, and maintenance of processes, procedures and systems. Responsible for maintaining a broad understanding of Board policies, administrative policies and negotiated agreements and sharing this knowledge with others. Uses sound judgment when working and communicating with staff. Possesses the ability to initiate and manage projects independently.

REPORTS TO:

Director of Human Resources

JOB GOAL

Responsible for assisting in the planning, organization and execution of Human Resources programs and processes. Provide daily employee relations and administrative support.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Maintain and process confidential, sensitive information.
- (2) Maintain personnel records, employee evaluations, personnel transactions, EEO information and selected employee information including transfers, changes of status and prepares reports as requested.
- (3) Learn, interpret, and apply pertinent employment federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- (4) Conduct background security checks on applicants, employees, vendors and volunteers as required.
- (5) Coordinate and assist in the onboarding process for newly-hired employees.
- (6) Assist in the process of personnel services for the school district including recruitment, employment, and reappointment.
- (7) Assist with employee certification applications and renewals.
- (8) Ensure that employees meet the minimum job requirements for their positions, including holding the appropriate certification.

- (9) Coordinate with school and Health Department officials regarding student and staff exclusions related to the COVID-19 pandemic.
- (10) Maintain data concerning school district positivity and exclusion rates related to the COVID-19 pandemic.
- (11) Participate in work planning and goal setting.
- (12) Assist in determining step placement on the salary schedule for newly-hired staff.
- (13) Monitor and provide training and guidance for assigned processes.
- (14) Assist in the collection, preparation and review of data for reports, proposals and other formal written communications; ensure that all reports and correspondence achieve a high level of quality.
- (15) Maintain a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee's compensation.
- (16) Work collaboratively with Payroll and Finance to ensure data bases are maintained accurately.
- (17) Maintain confidential files and records that may include seniority lists, salary information, absences and leaves, etc.
- (18) Maintain accurate and detailed calendar of events, due dates, and schedules as they relate to assigned programs.
- (19) Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Administrative/Management

- (20) Establish and maintain effective and efficient record keeping procedures.
- (21) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (22) Follow attendance, punctuality and other qualities of an appropriate work ethic.

Inter/Intra-Agency Communication and Delivery

- (23) Communicate clearly and concisely, both orally and in writing.
- (24) Assist with providing technical assistance to schools and departments.
- (25) Reply to routine requests for information from own knowledge or brief instruction from supervisor.
- (26) Respond to inquiries and concerns in a timely manner.
- (27) Keep the Director of Human Resources well informed of areas of responsibility and of potential problems or unusual events.
- (28) Serve on district, state or community councils or committees as assigned or appropriate.
- (29) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- (30) Participate in appropriate staff development opportunities.
- (31) Maintain a network of peer contacts through professional organizations.
- (32) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.

Systemic Functions

- (33) Assist in the development of administrative guidelines and procedures.
- (34) Represent the district in a positive and professional manner.
- (35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (36) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- (37) Provide leadership and direction for assigned areas of responsibility.
- (38) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.

- (39) Assist in implementing the district's goals and strategic commitment.
- (40) Exercise proactive leadership in promoting the vision and mission of the district.
- (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

All Performance Responsibilities listed above are deemed to be essential.

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.

Board Approved: April 19, 2021