

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST I, Personnel--HR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years of progressively responsible secretarial experience.
- Knowledge of computer applications as they relate to specific job functions.

REPORTS TO HR Administrator for Personnel Services
Systems and Operations

SUPERVISES No supervisory duties

POSITION GOAL

To analyze and process employment data in accordance with School Board policy and union contracts in a timely manner.

PERFORMANCE RESPONSIBILITIES

1. * Prepare the personnel recommendations for official School Board action.
2. * Prepare the annual employee reappointments.
3. * Process personnel recommendations submitted by the cost centers.
4. * Analyze salary, contract status and experience data for salary distribution.
5. * Input, process, and maintain all personnel data processing files and records, including employee tax data, paycheck election data, time and labor data, and sick, vacation, and retirement plans, for administrative, instructional, and non-instructional employees in schools and departments through daily data entry on terminals for personnel and position assignment files.
6. * Update demographic data in the automated personnel files.
7. * Process leave requests in accordance with laws, rules, union contracts, and School Board policy.
8. * Verify Seminole County years of experience to update employees vacation leave.
9. * Act as liaison between the personnel and payroll/employee benefits department in area of assignment.
10. * Run Human Resources processes, edits, and reports as assigned.
11. Perform other duties as assigned by the Human Resources Administrator for Personnel Services Systems and Operations.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-D Specialist I
\$45,429 - \$80,675
AS-C Specialist I / HR
\$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position	TBA	Function	Vary
Personnel Category	14	Survey Code	77330
EEO-5 Line	44	Job Code	1947-AS-D
		Job Code	1945-AS-C

ADA CODES

2	Sedentary Work
3	A - I / K - L / O - V
4	B / F / H / I

BOARD APPROVED

August 24, 1999