

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

HUMAN RESOURCES SPECIALIST

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of two years related work experience.
3. Thorough knowledge of office practices and procedures.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires the ability to display knowledge of and communicate applicable state and departmental policies, procedures, regulations, rules, and acts governing the processing of personnel actions. Possess communication, spelling, and grammar skills. Knowledge of modern office practices and procedures. Ability to display knowledge of the use of specified computer applications involving data entry and standard report generation. Requires the ability to display interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the public. Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner.

REPORTS TO:

Human Resources Director, Coordinator and Manager

SUPERVISES:

None

POSITION GOALS

The purpose of this position is to perform a variety of functions in an organized human resources department. To assist in the application and hiring practices of all employees of the district, to include the maintaining of accurate data, and files for each employee; to maintain high quality customer service.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the process of personnel services for the school district including recruitment, employment, and reappointment.
2. Monitor applications for accuracy and suitability for hiring.
3. Process hiring, resignations, terminations, and benefit forms.
4. Assist in the development and implementation of personnel policies and procedures.

5. Prepare personnel reports and coordinate record keeping meeting requirements of the district.
6. Act as liaison to schools/departments for report requests.
7. Schedule, assist, and coordinate various functions in support of the hiring processes, e.g., facilitate application process; schedule job listings and advertisements; verify pre-employment clearance, and employment verifications.
8. Coordinate the scheduling and/or conduct initial employee orientation sessions for new hires detailing the required employment forms.
9. Provides support for the new hire process for all employees.
10. Process new hire paperwork for instructional, professional, and administrative personnel.
11. Receive and process previous experience verification records in compliance with district policy and state statute.
12. Perform updates to employee records in the human resources information system, ensuring entry deadlines are met.
13. Coordinate and maintain various departmental and employee files.
14. Perform numerous essential record keeping duties to organize and maintain department information and filing systems.
15. Receive human resources inquiries and concerns from employees and various departments; through friendly, professional customer service skills, ascertain the nature of the request, provide assistance, or direct to the appropriate resource.
16. Abide by and facilitate adherence to all applicable laws, rules, regulations, policies, procedures.
17. Maintain professional ethical standards.
18. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Twelve months, 7.5 hours per day. Salary to be based on the Board adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Human Resources Director in accordance with the Board's policy for the evaluation of Non-Instructional personnel.

Job Description Supplement No. 5