



288 WILDCAT LANE
BARDSTOWN, KY 40004

NELSON.KYSCHOOLS.US

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JOB TITLE	PERSONNEL SPECIALIST
REPORTS TO	CHIEF FINANCIAL OFFICER
SALARY SCHEDULE/GRADE	CLASSIFIED SALARY SCHEDULE, GRADE 12
CONTRACTED DAYS AND/OR HOURS	260 DAYS, 8 HOURS PER DAY
EXEMPT STATUS	NON-EXEMPT
JOB CLASS CODE	7660
POSITION CLASSIFICATION	CLASSIFIED
DATE APPROVED	XX/XX/XXXX

QUALIFICATIONS

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Three years of personnel, payroll, or human resources experience.

Two years of experience in data processing.

Bachelor's Degree in Business or a related area preferred.

POSITION SUMMARY

Assists in planning, developing, implementing, and maintaining employee data in the Human Resources Information System (HRIS) and other systems utilized by the HR and Finance team.

PERFORMANCE RESPONSIBILITIES

Shall assist in the planning, developing, coordinating, implementing, and maintenance of automated data systems to provide services for personnel needs related to payroll and human resources.

Confirms accuracy and integrity of all data entered and assures information is available on a timely basis.

Performs group data updates, exports, imports, clean-ups, and researches/reports on any data discrepancies.

Delivers routine daily/weekly/monthly reporting and responds to basic to intermediate data requests.

Ensures accurate and timely processing of employee personnel information into the HRIS systems.

Consistently collects and enters various employee data into HRIS while adhering to company policies and procedures.

Effectively communicates with other HR and Finance staff to ensure correct and timely entry of all data.
Prepares updates on behalf of HR and Finance for new hires, separations, transfers, name changes, and/or other actions as appropriate.
Examines and verifies employee information updated by automated human resources processes.
Maintains various types of employee files and performs quarterly audits for quality control.
Proactively reviews and collaborates to develop improvements to current processes and projects.
Promotes technology to increase productivity, decrease rework and eliminate manual effort.
Performs other duties assigned by the supervisor or designee.

KNOWLEDGE AND ABILITIES

Knowledge of principles, practices and standards of human resources administration in support of the Human Resources and Finance Departments.
Knowledge of human resources information systems (HRIS) to include but not limited to MUNIS, Veritime, Aesop, and/or similar systems.
Knowledge of database maintenance basic concepts.
Ability to perform accurate data entry.
Skills in both verbal and written communication.
Skills in problem solving and decision making.
Ability to demonstrate close attention to detail.

PHYSICAL DEMANDS

Inside work with no exposure to weather conditions.
Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.