

Personnel Specialist

Classified Position - 7661

<u>Salary</u> Category 2	<u>Days</u> 260	<u>Reports to:</u> Director of Human Resources
-----------------------------	--------------------	---

SCOPE OF RESPONSIBILITIES

Provide human resources services for employees

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Schedule employees to complete hiring procedures and required record checks, including, but not limited to, certified employees, classified employees, para-coaches, student teachers and substitute teachers.
2. Complete reports and staff orientations as required
3. Coordinate employment processes as required (e.g., processing applications, inputting data, analyzing records, preparing announcements, printing employee badges, etc.)
4. Develop a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
5. Maintain and Interpret employment records to ensure compliance with regulatory requirements including, but not limited to, background checks, verifications of employment, etc.
6. Participate in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, employee recruitment, etc.)
7. ~~Perform record keeping and clerical functions (e.g. scheduling, copying, faxing, data inputting, transmitting, telephoning, taking messages, responding to written and verbal inquires, etc.)~~ Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.
8. Completes review and release of personnel changes for assigned classified and certified employees including name/address changes for HR and finance in all required systems (IC, Frontline, Munis, etc.)
9. Present information on a variety of topics (e.g. orientations, meetings, substitute calling system, etc.) for the purpose of conveying information and/or making recommendations regarding district services
10. Schedule a variety of meetings and employee events (e.g. Employee In-processing, substitute orientation, applicant interviews, arranges for facilities, etc.)
11. Coordinate or work with coordinator for benefits enrollment and modifications for employees
12. Stay abreast of statutes, regulations, rules, and district policies and coverage pertaining to personnel policies and benefits
13. Maintains regular and predictable attendance
14. Adheres to the professional code of ethics
15. Successfully utilizes technology as appropriate in job function
16. Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Operation of electronic data entry techniques
- Software applications used by the District

- Financial and statistical record-keeping techniques
- Telephone techniques and etiquette
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Board-adopted personnel policies and administrative procedures

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications
- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Be punctual
- Establish and maintain cooperative and effective working relationships with others
- Recognize situations and information that need to be brought to immediate supervisor
- Keep employee information confidential
- Report to work on time and be punctual

MINIMUM 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
- Previous experience working as a secretary in some capacity