

NEW:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	CONSULTANT SENIOR EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides specialized expertise regarding hiring, labor-management, and employee relations to all Principals, managers and supervisors. Areas of expertise included personnel records, employee development, advice on employee discipline, and processes to deal effectively with employee/labor relations. Assists with union contract administration/interpretation and grievance/complaint processing and preparation of necessary documents/data concerning grievances, mediations, reassignments and unemployment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Assists in preparing and conducting research for labor-management contract negotiations; assists with administrating all provisions of collective bargaining agreements

Provides advice, counsel and expertise to Principals, managers, supervisors, and HR professionals with respect to the interpretation and application of Board policies and practices and collective bargaining agreements; provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively effect operations

Compiles and retains labor management, employee relations and personnel data and prepares and presents reports and briefings as necessary; prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education

Reviews criminal background records checks and child abuse and neglect checks for new employees as needed

Conducts due process meetings related to findings of criminal background records and child abuse and neglect checks

Reviews applicants in the NASDTEC Clearinghouse and checks to determine if the applicants were previous employees and reviews those records prior to recommendation for interviewing

Serves as a contributing member of the Employee Performance Review Committee.

Provides training on the collective bargaining agreements and board policies to Employee Relations Consultants and Leaders.

Tracks contingency hiring and personnel file items and ensures receipt of those items within Board policies, and procedures

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

**PHYSICAL DEMANDS**

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration, Industrial Relations, Paralegal Studies, Public Administration or related fields

Five (5) years successful experience in Labor Management, Employee Relations, Paralegal, or Human Resources

Effective communication skills

Human Resources or Labor Relations certification (earned within 6 months of assignment in the position)

Three (3) years of negotiations experience

Three (3) years of mediation and/or arbitration experience

Three (3) years of grievance response experience

#### DESIRABLE QUALIFICATIONS

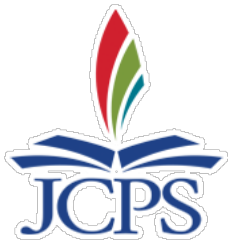
Juris Doctorate (legal degree)

Kentucky law license in good standing with the Kentucky Bar Association

Two (2) years of experience as a practicing attorney

General Knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace



NEW:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	CLERK SENIOR HUMAN RESOURCES PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

**SCOPE OF RESPONSIBILITIES**

Checks, analyzes and cross references onboarding related forms to transfer and enter personnel actions into the district Human Resources Information System before the designated payroll lockdown date. Assumes responsibility for monitoring and tracking actions to assist with accurate payroll processing in accordance with district policy, state and federal guidelines.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assist with training employees in the processing of human resources personnel actions
- Corresponds with employees, locations and assigned area to answer related personnel action questions
- Enters accurate personnel actions into the district Human Information Resources Systems, by assigned district locations, before the designated payroll lockdown date
- Monitors and tracks personnel actions workflow and alerts assigned area of issues to be addressed, to ensure all actions are approved by the assigned approver before the designated payroll lockdown date
- Receives and distributes onboarding documents via email, pony, and postal mail or by hand.
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures.
- Reviews, Preps, Scans and indexes documents into the district electronic storage system
- Successfully uses software and operates computers, printers and other equipment as required
- Answers phones calls and responds to emails with accurate information researched from district policy, state or federal guidelines
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic
- Two (2) years successful experience in clerical functions
- Three (3) years successful experience in HRIS processing functions

Type/transcription skills, ability to operate calculator accurately and efficiently
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Successful experience with computer word processing/file management functions
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Effective communication skills
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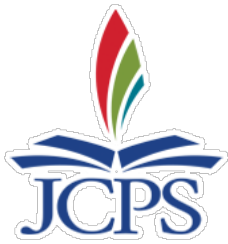
<b>DESIRABLE QUALIFICATIONS</b>
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Ability to work well in a team situation
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Efficient time management
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Training or education in business practices and skills
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Experience in a diverse workplace
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NEW:  
~~10/26/2022~~  
 3/27/2024

Submitted:  
~~10/25/2022~~  
 3/26/2024

JOB TITLE:	COORDINATOR SUPERVISOR WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE <del>6-8</del>
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	<del>NON</del> -EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of onboarding of new employees, background checks of employees and contractors; and oversees the safety and security team for VanHoose Education Center. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statues and District policies and procedures. Supervises the day-to day operations of the Welcome Center, employee badging center, contractor background checks, and VanHoose Education Center safety and security team.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and oversight to the Welcome Center, employee badging center, and VanHoose Education Center safety and security team.

Develops, establishes and facilitates new employee welcoming, onboarding and training including fingerprinting, background checks, collection of paperwork, creation of staff identification cards and new employee orientation

Coordinates and oversees annual contract renewal processing

Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks for all employees (including substitute employees) and contractors.

Develops and maintains visitor protocols and building access for all employees.

Provides leadership and oversight to the safety and security staff at VanHoose Education Center.

Develops and maintains safety and security protocols for VanHoose Education Center.

Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit

Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information

Prepares, delivers or assists with training for staff

Prepares and/or assists in preparation of reports, records, and other documentation, as required

Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required

Evaluates assigned staff

Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements

Monitors and tracks the progress of new and current technology software and data base management systems used by the department

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

~~The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.~~

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources or related discipline

Three (3) successful experience in Human Resources knowledge and experience with various HRIS

Effective written and verbal communication skills

Ability to work effectively and collaboratively with others

Effective written and verbal communication skills

Ability to organize and multi-task a variety of duties

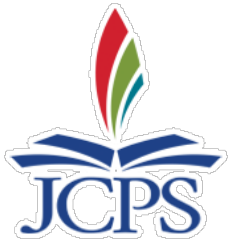
Must maintain a high degree of confidentiality

#### DESIRABLE QUALIFICATIONS

Master's degree in related field

Human Resource Certifications

Experience in a diverse workplace



JOB TITLE:	SUPERVISOR WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

REVISED: Submitted:  
03/27/2024 03/26/2024

**SCOPE OF RESPONSIBILITIES**

Provides leadership and coordination of onboarding of new employees, background checks of employees and contractors; and oversees the safety and security team for VanHoose Education Center. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statues and District policies and procedures. Supervises the day-to day operations of the Welcome Center, employee badging center, contractor background checks, and VanHoose Education Center safety and security team.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides leadership and oversight to the Welcome Center, employee badging center, and VanHoose Education Center safety and security team.
- Develops, establishes and facilitates new employee welcoming, onboarding and training including, background checks, collection of paperwork, creation of staff identification cards and new employee orientation
- Coordinates and oversees annual contract renewal processing
- Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks for all employees (including substitute employees) and contractors.
- Develops and maintains visitor protocols and building access for all employees.
- Provides leadership and oversight to the safety and security staff at VanHoose Education Center.
- Develops and maintains safety and security protocols for VanHoose Education Center.
- Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit
- Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information
- Prepares, delivers or assists with training for staff
- Prepares and/or assists in preparation of reports, records, and other documentation, as required
- Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required
- Evaluates assigned staff
- Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements
- Monitors and tracks the progress of new and current technology software and data base management systems used by the department
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

**PHYSICAL DEMANDS**

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources or related discipline

Three (3) successful experience in Human Resources knowledge and experience with various HRIS

Effective written and verbal communication skills

Ability to work effectively and collaboratively with others

Effective written and verbal communication skills

Ability to organize and multi-task a variety of duties

Must maintain a high degree of confidentiality

#### DESIRABLE QUALIFICATIONS

Master's degree in related field

Human Resource Certifications

Experience in a diverse workplace





NEW: Submitted:  
07/01/2024 03/26/2024

JOB TITLE:	SPECIALIST WORKPLACE ACCOMMODATIONS
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Leads the District's response to individual ADA Accommodations by engaging with employees and job applicants during the interactive, reasonable accommodation request process. Serves as the primary technical expert on ADA Title I workplace activities, providing guidance to divisions, departments, and leaders on supporting employees with disabilities.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains ADA compliant processes and resources ensuring that District policy, federal, state, and local requirements are met.

Guide and provide counsel to leaders on managing and implementing ADA accommodations.

Partners with legal to review accommodation requests that may be deemed a hardship to company.

Serves a member of the ADA Committee, making recommendations to approve/deny accommodations.

Ensures interactions with individuals with disabilities are recorded and analyzes effectiveness of accommodations.

Tracks and keeps accurate records of granted accommodations.

Onboards new leaders on the accommodations process.

Ensures ongoing compliance and maintenance of accommodations.

Assists with disability retirement accommodation conferences.

Communicates with employees and leaders regarding the status of accommodations

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

Master's degree from an accredited college in public administration, education, human resources management, business, management science, operations research, organizational behavior, or a closely related field.

Three (3) years of experience with human resources management; some of which has been at a large organization

Strong analytical skills that inform problem-solving and decision-making capacity

Knowledge of human resources processes in educational settings, legal, or employment procedures

Effective communication skills

### DESIRABLE QUALIFICATIONS

Leadership experience at a large organization

Experience in diverse workplace



NEW: SUBMITTED:  
03/27/2024 03/26/2024

JOB TITLE:	CLERK EMPLOYEE BADGING & FILE MAINTENANCE
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, Grade 5
WORK YEAR:	AS AAPPROVED BY THE BOARD
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Completes work order requests for initial and replacement employee badges. Completes monthly billing to each department for new and replacement badges. Audits new employee files to ensure all new hire requirements have been met.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Fulfills work order requests for new and replacement badges.
Authenticates identity, takes picture, and produces ID badges.
Provides access (via employee badge) to an employee's work location.
Reconciles employee badging charges monthly.
Maintains employee badging system with upgrades and employee data.
Assembles new hire files, ensuring all new hire requirements are met before sending to the records room, including criminal history records
Delivers new hire files to the Records Room for processing.
Completes all trainings and other compliance requirements as assigned by the designated deadline.
Performs other duties as assigned by supervisor.
Regular, predictable performance is required for all performance responsibilities.
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS
This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling, and arithmetic
Two (2) years successful experience in clerical functions
Transcription skills, ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management functions
Effective communication skills
Two (2) successful experience in customer service

DESIRABLE QUALIFICATIONS
Associate Degree in business or related field
Experience in a diverse workplace



NEW: SUBMITTED:  
03/27/2024 03/26/2024

JOB TITLE:	CLERK CONTRACTOR BACKGROUND PROCESSING
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Receives and processes JCPS contractor and sub-contractor forms and required paperwork necessary for working on JCPS projects. Communicates and collaborates with necessary district offices to ensure compliance with Board policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Communicates with general contractors and vendors regarding the requirement for all subcontractors and contractors to have a drug screen, criminal history records check, and Child Abuse & Neglect screening.
Reviews drug screens for all contractors.
Provides purchase codes to contractors for criminal history check.
Provides forms necessary for the Child Abuse & Neglect screening.
Develops and maintains a database of all contractors.
Collaborates with other departments as required to ensure compliance with Board policies and procedures
Prints criminal history records and sends required records to Employee Relations for review
Prints child abuse and neglects records and sends required records to Employee Relations for review
Reconciles purchase codes monthly.
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS
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#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling, and arithmetic

Two (2) years successful experience in clerical functions

Transcription skills, ability to operate calculator accurately and efficiently

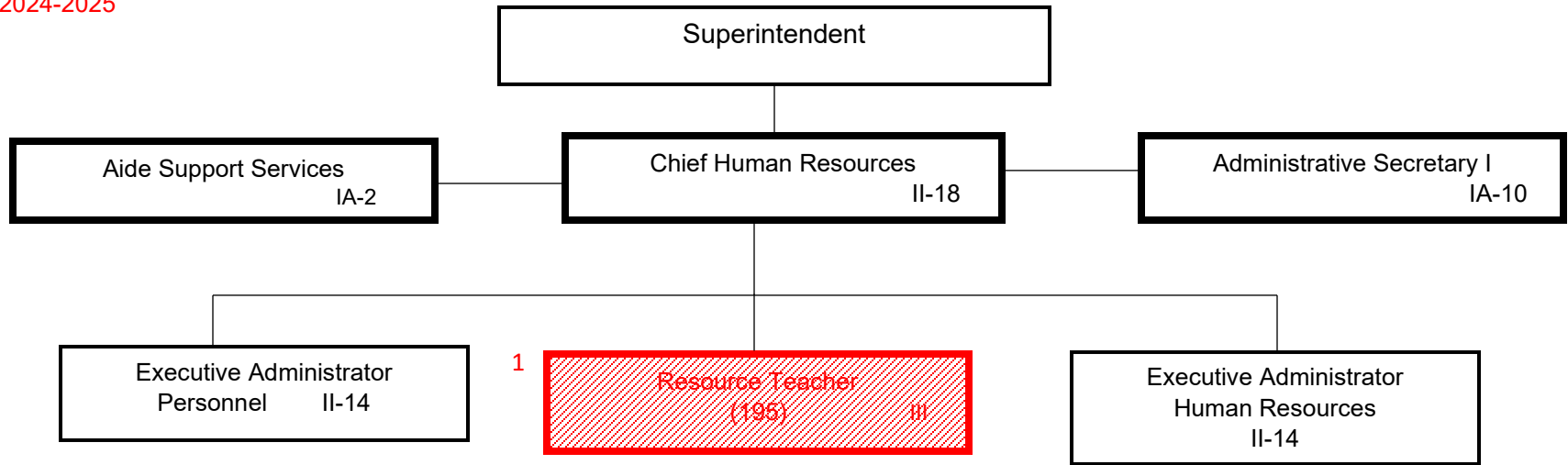
Effective communication skills

Two (2) years successful experience in customer service

#### DESIRABLE QUALIFICATIONS

Associate Degree in business or related field

Experience in a diverse workplace



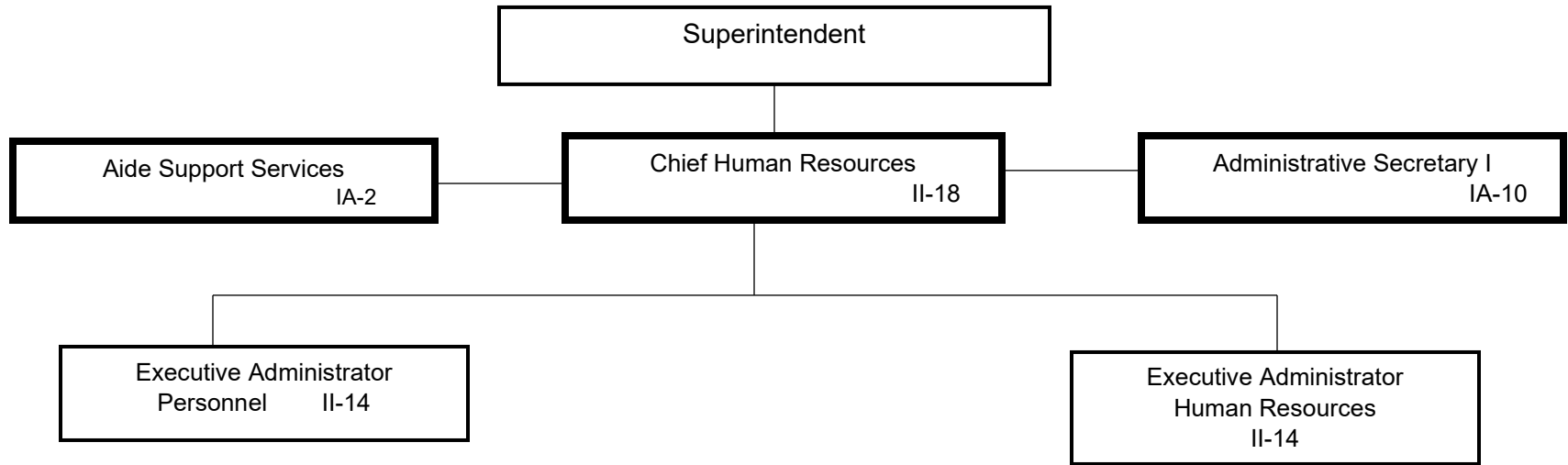
1. Delete Resource Teacher

Summary:

General Fund Positions: ~~4~~ 3  
Categorical Fund Positions: 0

G-1

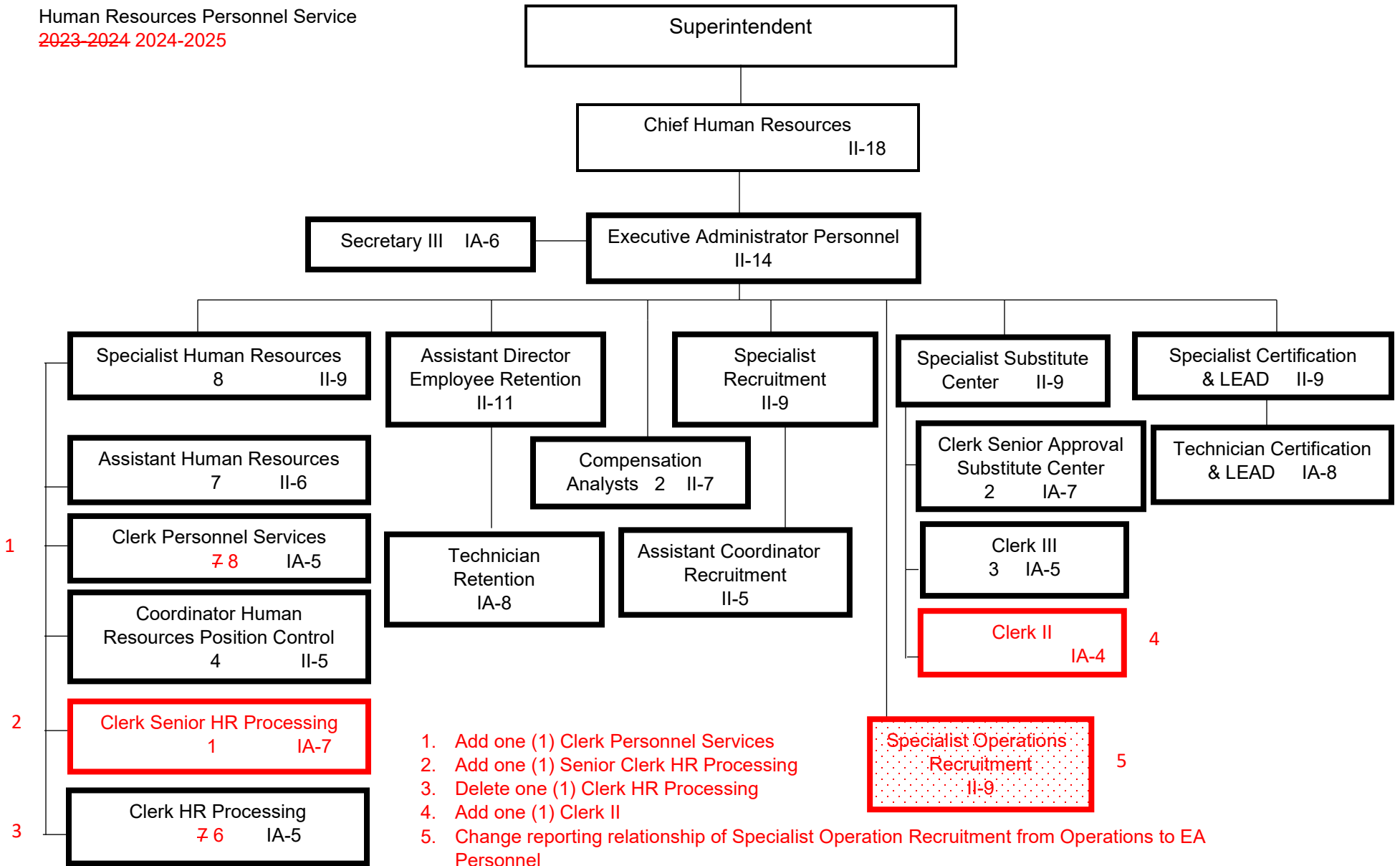
Submitted: ~~10/24/2023~~ 03/26/2024  
Effective: ~~10/25/2023~~ 07/01/2024



Summary:

General Fund Positions:3  
Categorical Fund Positions: 0



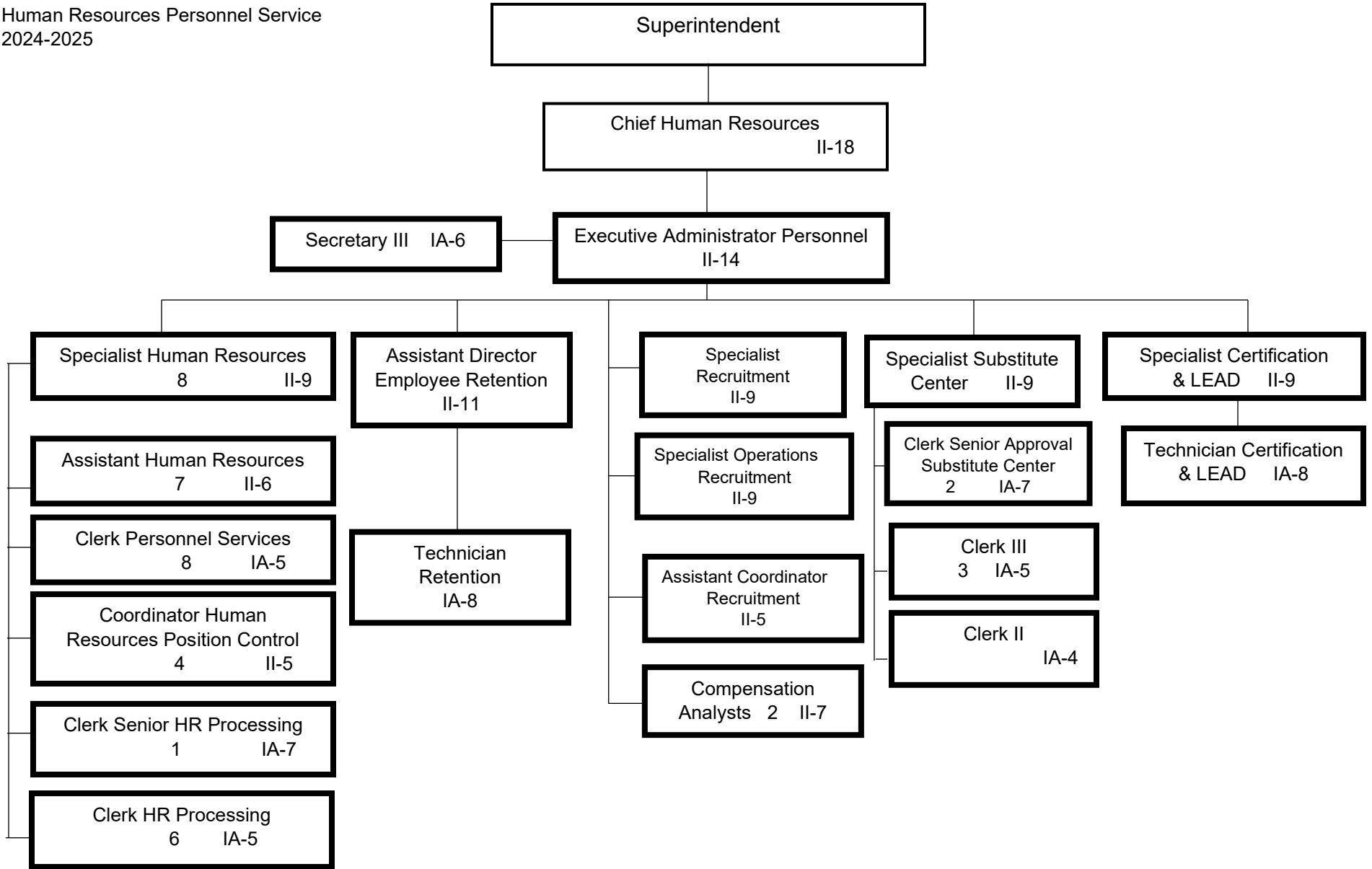


1. Add one (1) Clerk Personnel Services
2. Add one (1) Senior Clerk HR Processing
3. Delete one (1) Clerk HR Processing
4. Add one (1) Clerk II
5. Change reporting relationship of Specialist Operation Recruitment from Operations to EA Personnel

Summary:

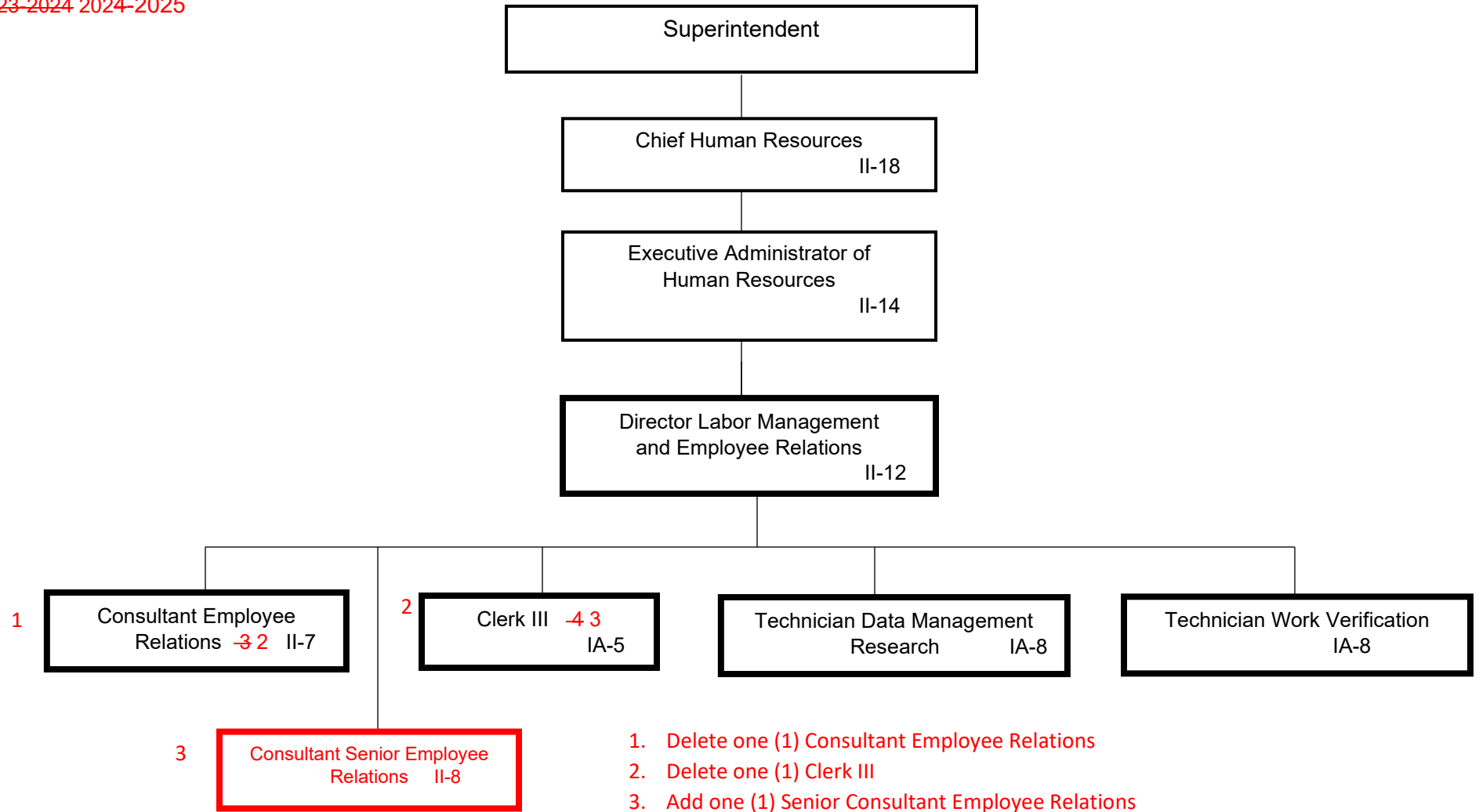
General Fund Positions: 49-52  
 Categorical Fund Positions: 0

Submitted: 01/23/2024 03/26/2024  
 Effective: 04/24/2024 07/01/2024



Summary:

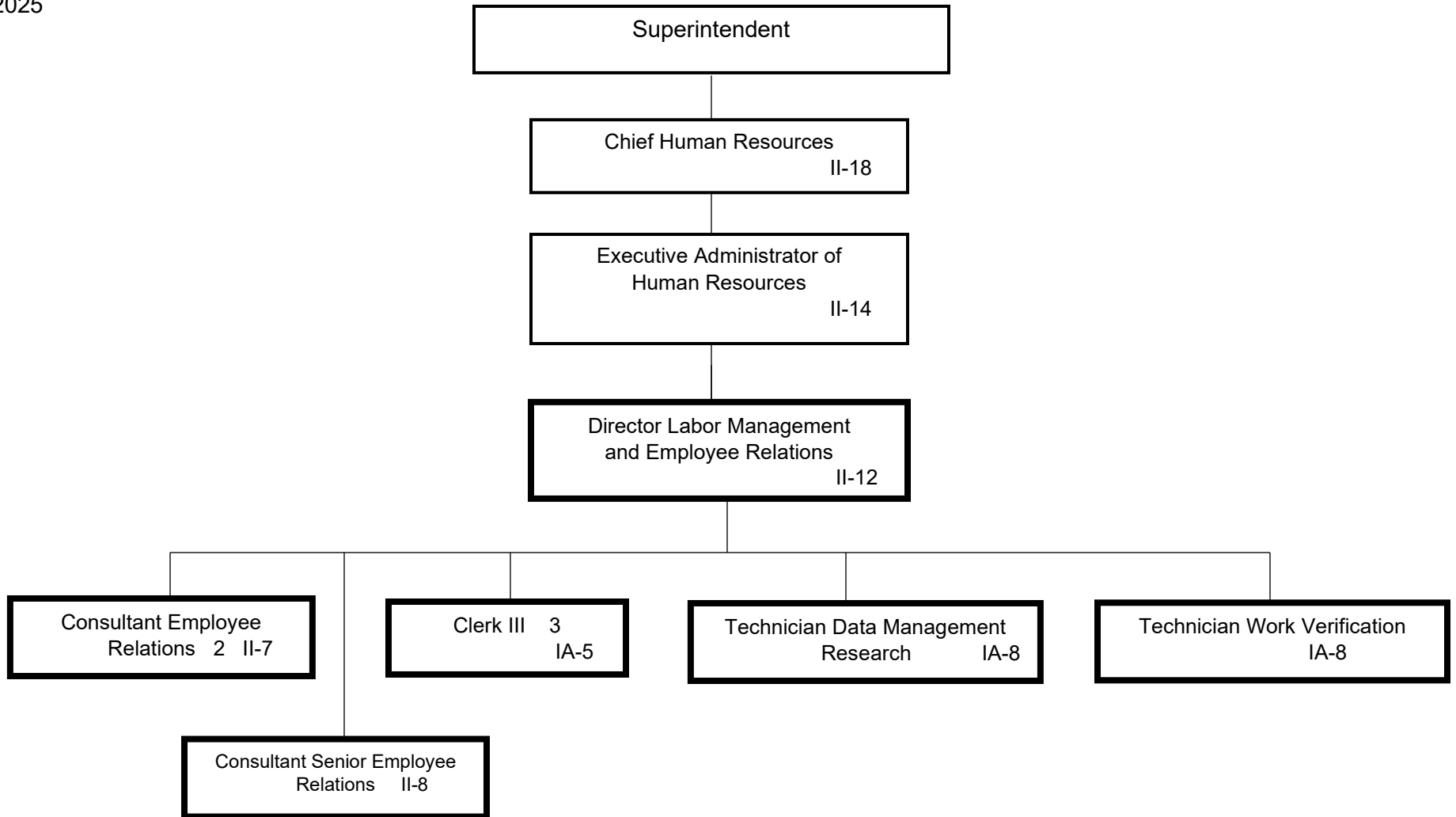
General Fund Positions: 52  
 Categorical Fund Positions: 0



Summary:

General Fund Positions: ~~40~~9  
 Categorical Fund Positions: 0

Submitted: ~~06/06/2023~~ 03/26/2024  
 Effective: ~~07/01/2023~~ 07/01/2024

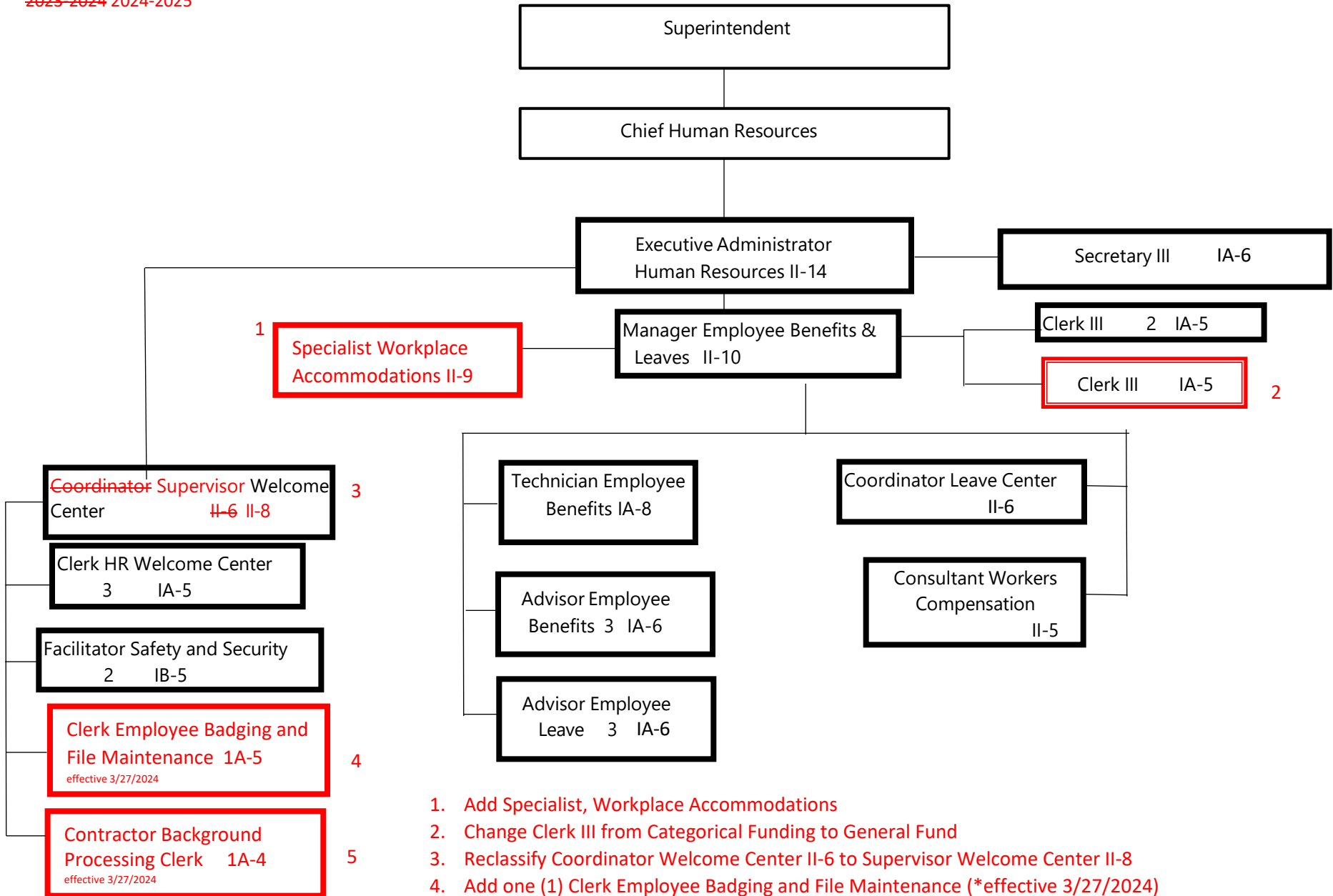


Summary:

General Fund Positions: 9  
Categorical Fund Positions: 0

G-3

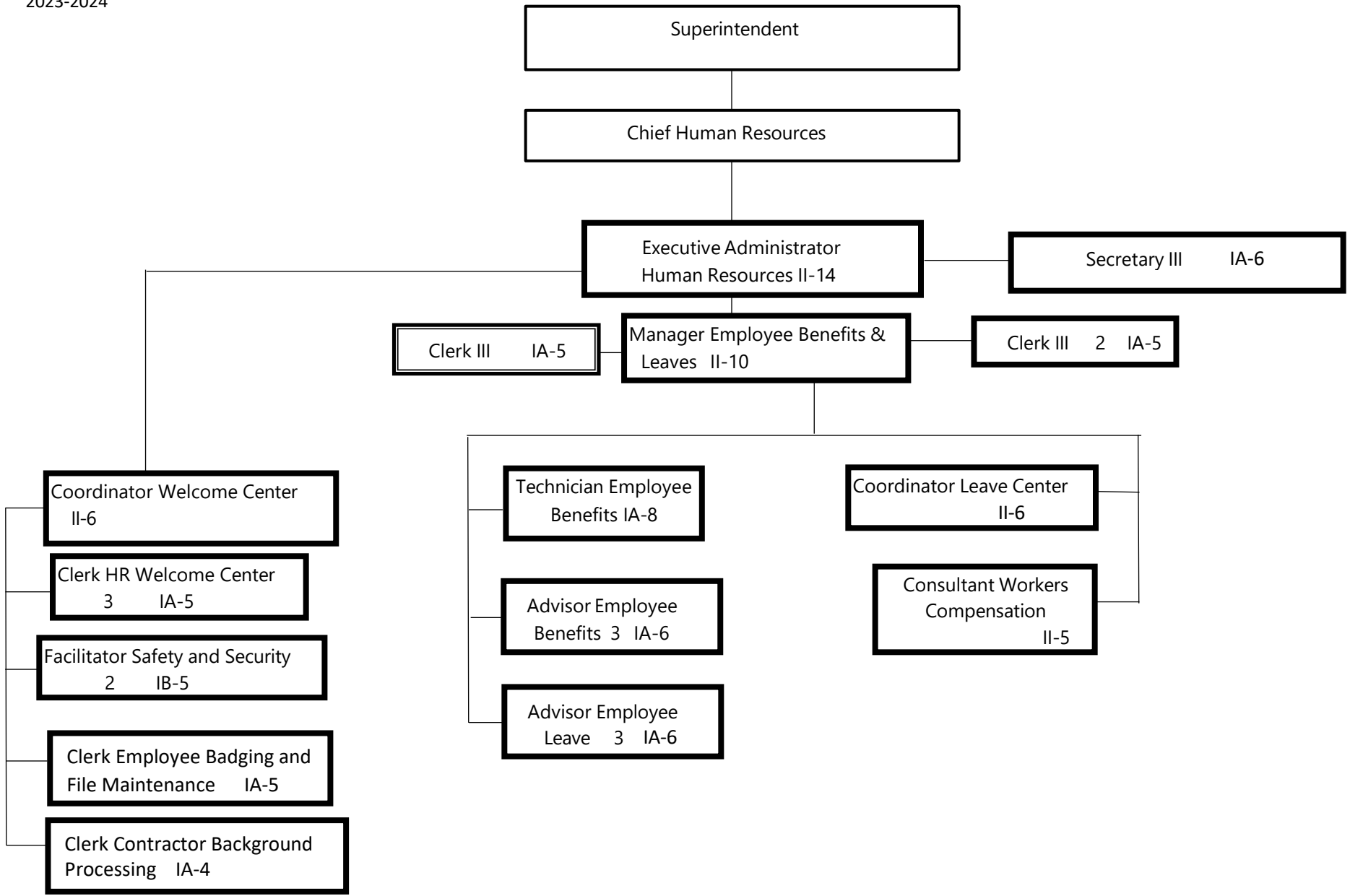
Submitted: 03/26/2024  
Effective: 07/01/2024



1. Add Specialist, Workplace Accommodations
2. Change Clerk III from Categorical Funding to General Fund
3. Reclassify Coordinator Welcome Center II-6 to Supervisor Welcome Center II-8
4. Add one (1) Clerk Employee Badging and File Maintenance (\*effective 3/27/2024)
5. Add one (1) Clerk Contractor Background Processing (\*effective 3/27/2024)

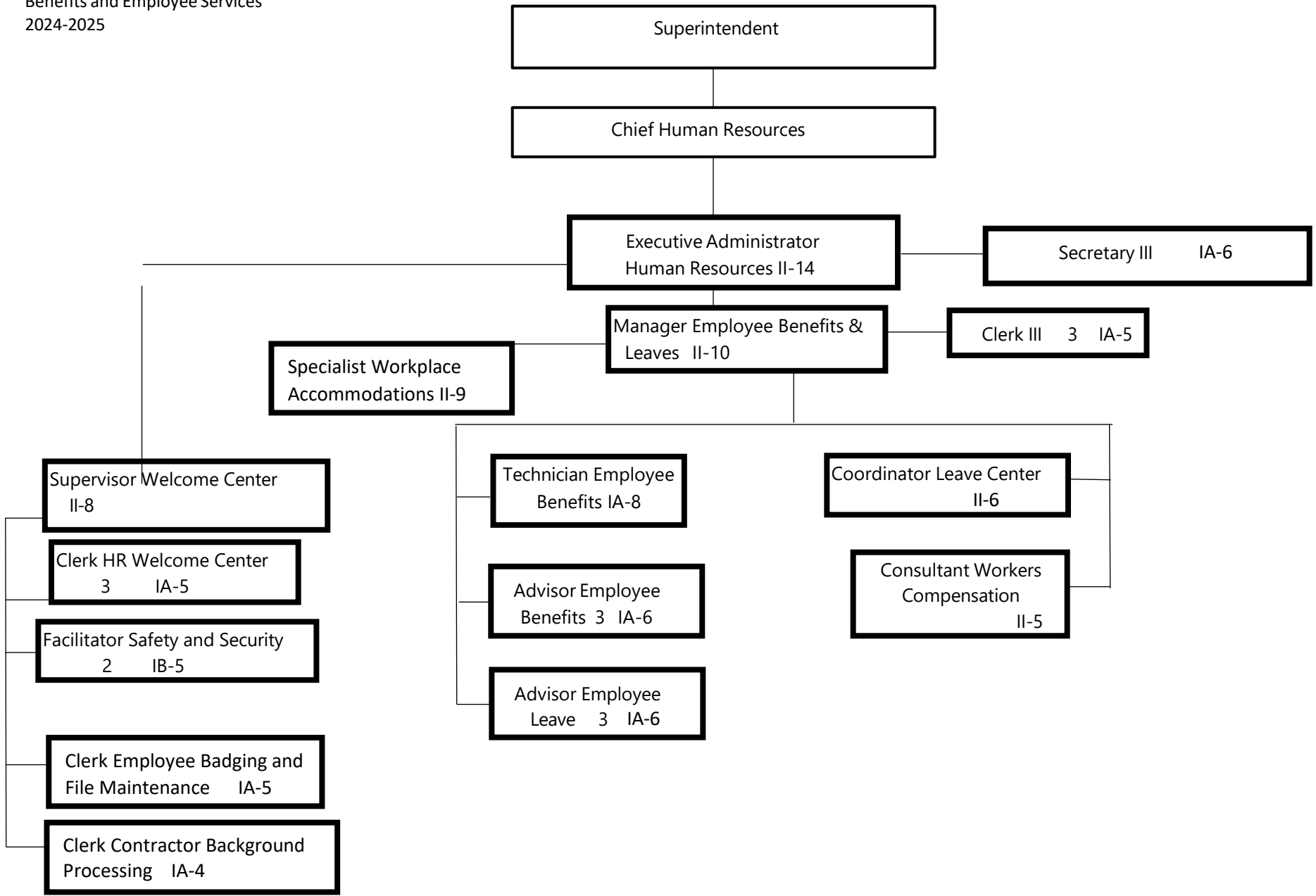
Summary:

General Fund Positions: 20 24  
 Categorical Fund Positions: 4 0



Summary:

General Fund Positions: 22  
 Categorical Fund Positions: 1



Summary:

General Fund Positions: 24  
 Categorical Fund Positions: 0