

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Human Resources Personnel Specialist

REPORTS TO: Director of Director of Human Resources

BASIC FUNCTION:

Assist in the planning, coordination and implementation of recruitment, processing of applications, interviewing, hiring, assignment, processing of leaves and transfer of permanent and part-time and temporary employees of the District; coordinate the personnel component of the automated data management system.

REPRESENTATIVE DUTIES:

- Recruit, screen, interview and assign regular and special certified personnel to secondary schools, vocational schools and other special projects, programs or schools of the District; staff summer programs as needed.
- Administer personnel procedures in accordance with employee agreements including regular and special secondary certified teacher transfers, assignments and returns from leave.
- Assist with the implementation of Affirmative Action/Equal Opportunity goals established by the District and comply with federal, State and other District guidelines of personnel procedures.
- Communicate with division and department heads and employees regarding personnel matters including salaries, employee benefits, certification, retirement, complaints and the completion of forms for certified staff.
- Monitor certification and expiration dates to assure that staff have valid licenses; advise staff regarding certification and recommend appropriate action when licenses expire.
- Provide statistical information on regular and special certified teachers and submit data for Board and personnel meetings.
- Coordinate the planning and implementation activities of the personnel services component of the automated data management system.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District personnel policies and procedures.
- Practices and procedures related to certified and classified employment.
- Kentucky credential requirements.
- Methods of statistical analysis.
- Principles and techniques of recruitment and selection of personnel.
- Duties performed in various occupational fields.

- Operation of a computer terminal and data entry techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Interpret, apply and explain District policies, procedures, rules and regulations regarding classified and certified personnel.
- Perform complex assignments independently.
- Perform a variety of specialized and technical duties concerning the employment of classified and certificated personnel.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Meet schedules and time lines.
- Operate the personnel services component of the automated data management system.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light to heavy weights

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and three years professional-level experience.

Most recent approval by the Powell County Board of Education	Date: 7/14/25
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: