

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6671
Pay Grade: E01

FLSA: Exempt
PTS

HUMAN RESOURCES SPECIALIST

REPORTS TO:

Director, Human Resources

SUPERVISES:

Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and three (3) years of progressively responsible related experience or an Associate's degree, or equivalent, from an accredited college or university and five (5) years of progressively responsible related experience. A year of related experience may be substituted for each year of the educational requirements stated above. This experience must include at least three (3) years in a supervisory or other leadership capacity.

PREFERRED:

Experience as a team leader or other leadership position.

MAJOR FUNCTION

This professional position has responsibility for assisting the Director in the recruitment, selection, and placement of instructional and non-instructional personnel and in planning, organizing, implementing, and coordinating the general daily operations of an employment team with varied and complex responsibilities. Work performed involves discretion and independent judgment based on experience and/or knowledge of policies, procedures, contracts and federal/state regulations. Work is performed under the general direction of the Director and is reviewed through observation and evaluation.

ESSENTIAL RESPONSIBILITIES

- Oversees the general daily operations of an employment team including, but not limited to, appointments, re-appointments, transfers, leaves, terminations and resignations, supplements, additional duty, part-time hourly, contracted services, and performance appraisals; coordinates the processing of related paperwork.
- Leads and trains employment team personnel and assists Director in evaluating performance.
- Screens applicants and assists Director in evaluating applicants' suitability for placement.
- Assists in administering, supervising and follow-up on pre-employment testing.
- Monitors and assists with the implementation of new employee processing.
- Oversees the processing of applications, including checking references and assisting in making a final evaluation of the completed application.
- Works with administrators and supervisors in hiring and transferring, substitutes, instructional and non-instructional personnel.
- Assists the Director in the control of teacher placement in allocated units and works with the Director to resolve unit allocation issues.
- Provides support for the district's recruitment program.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HUMAN RESOURCES SPECIALIST

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/00 PBL; BOARD APPROVED: 6/13/00; REVISED (MF; D&R): 8/00 AK; REVISED FORMAT, PG, RT, SUPERVISES, MQ, MF, ER 07/14/16 CH; BOARD APPROVED: 8/23/16

HUMAN RESOURCES SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Human Resources Specialist - PTS