

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6967
Pay Grade: D11

FLSA: Non-Exempt

PERSONNEL ASSISTANT

MAJOR FUNCTION:

Performs responsible supervisory, and technical duties involving supporting services personnel records maintenance and upkeep. Functions are varied, such as interviewing applicants and pre-screening of applicants, interpreting policy, and coordinates applicants with postings and transfers.

DUTIES AND RESPONSIBILITIES:

- Supervises, plans, assigns and evaluates subordinates; to interview and screen applicants; to interpret rules and regulations; to deal with administrators and applicants.
- Receives, screens, interviews and refers applicants for supporting services positions; administers and reviews pre-employment tests; conducts reference checks on new employees and coordinates findings.
- Coordinates formal offers of employment to applicants.
- Interviews, counsels, and screens employees requesting transfers and promotions; reviews personnel records and arranges interviews with prospective schools or departments.
- Coordinates information regarding transfer procedures, job requirements, leaves of absences and temporary or permanent reduction in staffing with school principals or department heads.
- Analyzes, identifies (qualifies) and categorizes applications for placement; interviews and counsels employees toward other avenues; maintains personnel records.
- Coordinates records for supporting services applications; approves announcements of vacancies; compiles data for the announcement to comply with staffing model; compiles, analyzes and coordinates statistics on job applicants to determine eligibility for positions; communicates data with principals and administrators and insures that School Board policy and Union contract provisions are compiled with.
- Assists in the investigation of documentation for Unemployment Comp through telephone and/or written correspondence to various levels of supervision within the School Board. Prepares initial protests to be filed to support School Board's position on claims. Attends hearings as required.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, supplemented by two (2) years of college level courses, plus five (5) years of experience in personnel related activities or an equivalent combination of education, training and experience.

ISSUED: 5/86 REW; BOARD APPROVED: 5/14/86; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; CHANGE IN SALARY SCHEDULE; BOARD APPROVED: 12/6/94; REVISED: WC: 5/04 LM.

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.

Personnel Assistant

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Personnel Assistant - NR