

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6975
Pay Grade: C03

FLSA: Exempt

SUPERVISOR, PERSONNEL RECORDS

MAJOR FUNCTION:

Performs highly responsible, supervisory and technical duties involving personnel records maintenance. Functions are varied and include supervising duties of a clerical staff in the implementation of State and School Board rules, regulations, and policies pertaining to a wide variety of personnel related activities.

DUTIES AND RESPONSIBILITIES:

- Interviews, selects, trains, supervises, and evaluates personnel engaged in duties pertaining to activities such as the preparation and issuance of teacher contracts, employment verification, teacher certification, employee retirement, teacher supplements, appointment of part-time teachers, appointment of instructional personnel to summer programs, personnel record microfilming, payroll deductions and the U.S. Savings Bond Program.
- Coordinates data processing activities relative to personnel records.
- Compiles personnel statistics, responds to State and Federal surveys and compiles informational brochures concerning demographic data on school district personnel.
- Reviews personnel files with School District employees and third parties on request.
- Responds to subpoenas.
- Serves as Personnel Department representative on district-wide committees such as the Calendar Committee.
- Develops annual personnel calendar; responsible for records update utilized in the printing of annual Personnel Directory.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, supplemented by course work in supervision, plus five (5) to seven (7) years of clerical experience performing most of the duties stated in the "Duties and Responsibilities" section, or an equivalent combination of education, training, and experience.

ISSUED: 10/79 SSN; BOARD APPROVED: 10/79; REVISED: (D & R ONLY), 8/85 PBL

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.

SUPERVISOR, PERSONNEL RECORDS

<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				

Supervisor, Personnel Records - PTS