

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

PERSONNEL SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Minimum of five (5) years related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to type at a prescribed rate. Knowledge of state statutes, rules and regulations regarding personnel procedures and processes, appointments, certification, personnel records, and retirement. Knowledge of clerical details regarding office practices, procedures and methods. Knowledge of the various phases of personnel administration. Knowledge of District finance procedures and accounting processes. Ability to assume responsibility. Ability to express ideas clearly and concisely, both orally and in writing. Able to deal effectively with officials, department heads, employees and the public. Skill in the application of modern clerical techniques and practices as they apply to educational personnel administration is required. Demonstrate a working proficiency with personal computer and database, spreadsheet and word processing software, calculator, copy machine and telephone.

REPORTS TO:

Director, Personnel

JOB GOAL

To perform specialized duties, including the processing of personnel transactions, record keeping, and employment procedures in an accurate, timely, and effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as liaison for the District with DOE for the processing and transmittal of certification records. Process all District renewals.
- * (2) Serve as resource to District employees with regard to certification.
- * (3) Maintain accurate certification records and notify employees of expiration (renewal) dates.
- * (4) Assist with the processing of all District issued certificates.
- * (5) Track and review the Statement of Eligibility with new employees.
- * (6) Check for in-field / out-of-field status and track hours required for out-of-field.
- * (7) Serve as liaison for the District with NEFEC for the processing and transmittal of in-service activities. Maintain computer screens relative to in-services, posting of points, etc. Transfer points to other districts as needed.
- * (8) Disseminate in-service information District-wide.
- * (9) Serve as liaison for the District, NEFEC and DOE for the processing and transmittal of the Professional Orientation Program (POP) data.
- * (10) Prepare and distribute contracts for instructional and administrative personnel, including summer program employees.
- * (11) Check, prepare and review all employee status change forms. Assign proper job / distribution codes and processes forms for salary purposes.
- * (12) Create General Information screens for all new Instructional / Administrative personnel. Update and maintain as necessary.

PERSONNEL SPECIALIST (Continued)

- *(13) Process audits and other paperwork for regular and disability retirement. Provide information and assistance to employees.
- (14) Assist with the processing of new employee information; i.e., experience verification for salary authorization.
- (15) Assist with providing information, assistance and / or training to School District employees.
- (16) Distribute payroll checks to District and school-based employees. Maintain records of distribution for audit purposes.
- (17) Encumber funds required by contract with various agencies per contract agreement and request reimbursement of funds per contract agreements.
- (18) Investigate and prepare responses to auditors' inquiries in regard to personnel files.
- (19) Review staff demographics for accuracy prior to DOE transmittal.
- (20) Perform other duties as assigned within the personnel office.
- (21) Maintain information and records on Sick Leave Bank applicants.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- (23) Provide employees with appropriate insurance forms and obtain information regarding group health insurance for payroll processing.
- (24) Provide retirees with appropriate basic life insurance and group health insurance forms and process FRS deductions.
- (25) Reconcile monthly insurance statements, invoices, etc.
- (26) Invoice retirees and former employees as needed for life insurance, COBRA and health insurance as needed.
- (27) Assist in payroll processing as applicable.
- (28) Assist with processing and monitoring Worker's Compensation claims as needed.
- (29) Assist with New Employee Orientation
- (30) Assist with providing information, assistance and/or training to School Board employees regarding COBRA, Workers Compensation, retirement, Sick Leave Bank and Employee Benefits as needed.
- (31) Assist with processing of claims and maintain files on General Liability and Property Loss.
- (32) Process and maintain facility liability coverage, facility use and bus request.
- (33) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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 those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 7

Personnel Specialist

Salary Index .04654 of the Administrative Salary Schedule

DOE Job Code 77330

Sr. Personnel Specialist

Salary Index 0.4853 of the Administrative Salary Schedule

(Requires minimum 5 years of related experience)

DOE Job Code 77330

Revised Board Approval 02/13/2024

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