

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Personnel Specialist	Job Code: 77330
Job Classification:	14 Other Professional Staff	EEO Line: 44
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 3
Reports to:	Department Director, Staff Services	Salary Locator: Classified Schedule

SUMMARY:

Perform specialized office work requiring a high degree of confidentiality, proficiency and accuracy in connection with the preparation and processing of personnel records, payroll and reports at the District level.

QUALIFICATIONS:

- (1) High School Diploma
- (2) Experience in confidential personnel office preferred
- (3) Two (2) years' experience in a public school system and two (2) years college training preferred.
- (4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents pertaining to new hire applicants and required District information while maintaining a high level of confidentiality.
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Human Resource leave system and Skyward inventory system (if applicable).
- (4) Ability to function as a member of a harmonious, efficient, highly productive team. Use problem solving and interpersonal skills to motivate self and others.
- (5) Maintain high degree of confidentiality, initiative and dependability.

PERFORMANCE RESPONSIBILITIES:

- (1) Answer telephone, e-mail and public inquiries in a professional manner, being helpful and responsive.
- (2) Maintain leave requests, records and Sick Leave Bank computation.
- (2) Verify and correct District payrolls.
- (3) Assist applicants with on-line application process and new hire applicant written information.
- (4) Assist District level administrators in handling of technical personnel issues.
- (5) Maintain accurate knowledge of District policy and procedures.
- (6) Process and verify requests for employment, verify records for credit and employment purposes.
- (7) Obtain accurate records of background information on all applicants and current employees (process and distribute criminal history review and track fingerprint results).
- (8) Assist in compliance with Bloodborne Pathogens. Maintain confidential records pertaining to alcohol and substance abuse. Screening of employees and applicants.
- (9) Assist in preparation/verification of employee experience audit.
- (10) Accurately type correspondence, reports and data using the computer.

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004
Amended: May 20, 2014