

**Job Title:**                    **Confidential Human Resource Office  
Administration Specialist**



**Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**            Professional – 13

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**  
**JUNE 20, 2017**  
**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

**JOB SUMMARY**

The purpose of this position is to assist the Assistant Superintendent of Human Resources in all aspects of office management, preparation of legal documents including confidential collective bargaining materials, and preparing items for the School Board agenda and to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and public who call on the Human Resource Services department.

**ESSENTIAL JOB FUNCTIONS**

- Coordinates the Assistant Superintendent's schedule and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Manages all aspects of office operations, including supervising other staff and college student, coordinating with Executive Assistant to the Superintendent and other Assistant Superintendents offices and Administrative Recording Secretary, in development of HR items for the School Board Agenda.
- Reports terminations to Florida Department of Education termination database.
- Provides reference verification for employment to other entities regarding disciplinary files.
- Obtains special reports and prepares a variety of reports and data as directed including data necessary for collective bargaining.
- Maintains files for correspondence, reports, and other School District documents.
- Maintains and tracks all job descriptions for the District. Develops and maintains master job description worksheet, tracking all Board approved, amended, and deleted job descriptions.
- Provides strategic project administrative support as assigned by Assistant Superintendent of Human Resources.
- Prepares legal notices to employees prior to School Board meetings and after School Board action.

- Redacts files for review, FCHR/EEOC, mediation, arbitration, and other legal hearings.
- Administers security rights for OptiView Document Management software and HR portion of Skyward Employee Management software. Reviews and approves appropriate level of access for those both inside and outside of HR.
- Prepares materials for executive session regarding collective bargaining.
- Manages updating and distribution of federal/state compliance package, collects and maintains database of signatures and reports missing signatures to schools/departments and upper management.
- Acts as liaison between the staff, various public agencies, the general public, attorneys' offices, law enforcement agencies, the Union, and administration.
- Interfaces with civic groups scheduling administrative meetings and speaking engagements.
- Attends staff meetings, bargaining sessions, and/or other committee meetings, recording minutes as directed.
- Prepares calendar and non-instructional payroll reports.
- Handles requisitions for supplies and equipment for Office of Assistant Superintendent.
- Prepares the budget based on data supplied by the finance department.
- Prepares weekly staff meeting agendas.
- Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- High school diploma.
- Minimum of two (2) year degree or equivalent college level course credit.
- Minimum of five (5) years of progressively responsible secretarial or office management experience at administrative level.
- Successful experience in note taking, confidential/legal transcription capabilities, and proficiency in computer applications.
- Must be able to perform difficult confidential tasks related to the public, staff, legal, collective bargaining, grievances, and School Board.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the ability to manage daily administrative operations of the office, supervision of office employees which include establishing work priorities, resolving problems related to the day-to-day operations of the office, and directly participating in the departmental administrative decision making process.
- Requires the ability to display knowledge of the activities, operations, assignments, union contracts, and scope of the District.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in computer skills.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good judgment in confidential matters.
- Requires the ability to organize and prioritize duties.

- Requires the ability to determine the approach for doing the work based on provided guidelines.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to oversee and manage more than two employees in the organization performing different types of work.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to repair, develop, or install computer hardware, network systems, complex software, or management information systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

### **PHYSICAL DEMANDS**

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. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**