

Job Title: **Coordinator – Human Resource Services**



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: Exempt
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 Director – Human Resource Services II in the efficient and effective operation of the Human Resource Services Department and to ensure that the individuals working with students meet the appropriate standards.

ESSENTIAL JOB FUNCTIONS

- Manages the pre-employment background screening program for all employees.
- Manages the finger printing of all existing employees and monitors database.
- Serves as the Human Resource Services website manager and contact for the new operational system.
- Assists with issuing replacement badges.
- Assists Director – Human Resource Services II with employee investigations.
- Oversees the substitute employee management system and training program for substitutes.
- Maintains records and reports for National Board Certification applicants.
- Monitors all personnel records-handling activities to ensure full compliance with applicable statutes, regulations, District policies, and departmental procedures relating to proper personnel records custodial care, including security and confidentiality requirements.
- Establishes schedules for all document imaging projects.
- Responds to information requests from within and outside the District regarding personnel records-related information.
- Maintains arrest notifications.
- Provides input to proposed new programs, policies, and procedures.
- Monitors and performs quality assurance testing, including inspection of scanned images.
- Processes and inputs information concerning, certification, leaves of absence, and other personnel records-related data.
- Coordinates contracts with service providers.
- Maintains payment and reconciling of invoices.

- Communicates effectively with staff, public, and vendors.
- Works with principals, school staffs, District staff, vendors, and the general public to provide services and materials.
- Responds to inquiries or concerns in a timely manner.
- Keeps immediate supervisor informed of potential problems or unusual events.
- Demonstrates initiative in the performance of assigned responsibilities.
- Provides for a safe and secure workplace.
- Participates in workshops and training sessions as required.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Promotes and supports professional growth for self and others.
- Prepares all required reports and maintain appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Follows all School Board policies and Florida Statutes as they relate to this position.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution. Master's Degree preferred.
- Five (5) to eight (8) or more years of successful experience in a personnel administration or records management function for a large or medium-sized entity.
- Any combination of education, training, and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determines is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of and ability to use a personal computer and software.
- Requires the ability to communicate with school personnel, district employees, and public in a professional manner.
- Requires the ability to display effective oral and communication skills.
- Requires the ability to display knowledge of and ability to read and interpret applicable statutes, rules, and policies.
- Requires the ability to work independently, organize, manage time, and prioritize duties.
- Requires the ability to display demonstrated knowledge of personnel records-related information for a large or medium-sized entity.
- Requires the ability to display knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Requires the ability to display demonstrated knowledge of legal statutes and regulations pertaining to personnel records-related information and retention.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- 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 govern various activities.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned division/department.
- Requires the ability to use small office equipment, computers, and highly technical computer applications.

PHYSICAL DEMANDS

Light work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, feeling, fingering, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, 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: