



**Job Title:** Employee Management 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:** Educational Support – 20

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

### **JOB SUMMARY**

The purpose of this is to perform complex administrative support work and perform accurate set up and changes to personnel in the employee management software system according to generally accepted standard accounting principles, establish human resources procedures, departmental guidelines, and regulatory requirements applicable to the work.

### **ESSENTIAL JOB FUNCTIONS**

- Assembles, enters, and coordinates human resources data.
- Performs routine and complex human resources support work, e.g., posting, data entry, calculating data, verifying accuracy, audits, and/or reviews source documents.
- Performs verification tasks according to department checks and balances; investigates discrepancies.
- Receives, responds accordingly and/or directs to appropriate entity on inquiries, requests, and concerns regarding human resources functions.
- Maintains employee records, various reports, files, and department records of confidential personnel data as it relates to human resources.
- Coordinates and processes changes to human resources records for all employees.
- Initiates communication with all levels of personnel to correct human resources discrepancies and ensure accuracy of processing and records.
- Completes reports and gathers information for School Board agenda and review.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Associate Degree with major coursework in Accounting, Human Resources, Business Management, or closely related field.
- Three (3) years of similar experience in human resources, payroll, or employee management work.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of applicable state and departmental policies, procedures, regulations, rules, and acts governing the processing of personnel actions.
- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of data entry methods and practices.
- Requires the ability to display knowledge of record keeping methods, practices, and procedures.
- Requires the ability to display knowledge of rules and regulations applying to human resources procedures and transactions.
- Requires the ability to display knowledge of principles and practices of auditing human resources documents, transactions, and records.
- Requires the ability to display knowledge of the use of specified computer applications involving data entry and standard report generation.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the general public.
- Requires the ability to apply human resources procedures and accounting principles in the set up and maintenance of human resources records.
- Requires the ability to interpret written and numerical data from its current form through data entry into its final format as specified.
- Requires the ability to assemble, organize, and analyze data and preparing reports from such data.
- Requires the ability to analyze and resolve various human resources discrepancies.

**PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

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

**Date of Revision:**