



Job Title: Human Resources Generalist

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 – 19

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to coordinate and administer a variety of functions under an organized human resources office.

ESSENTIAL JOB FUNCTIONS

- Provides and may oversee the provision of personnel services in support of the School District; Coordinates the provision of such services with applicable personnel offices and/or School District programs.
- Creates and processes various forms, such as LOA, retirement, reappointment, and resignation.
- Creates and processes position change forms for promotions, transfers, demotions, etc.
- Confers with management and/or administrative offices to assess needs, solve problems, explain services, and interpret policies, procedures, laws, and regulations.
- Assists with the employee relations process by interpreting, applying, and explaining rules, regulations, and provisions of agreements of the School District; may assist in facilitating grievance and dispute resolutions process to effect equitable solutions.
- Conducts special research studies, as assigned; obtains data, evaluates alternatives, may participate in the recommendation process for action, and may prepare written report of findings.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly, and annual reports, news releases, invoices, public service announcements, and other relevant materials appropriate to assigned unit.
- Performs numerous essential record keeping duties to organize and maintain department information and filing systems, i.e., alphabetizes or maintains numerical order of business cards, documents, and various forms; organizes binders and fillers.
- May coordinate the scheduling and/or conduct initial employee orientation sessions for new hires detailing the various options and coverage available.
- Provides backup support for the new hire process for all employees.
- Processes new hire paperwork for instructional, professional, and administrative personnel.
- Coordinates and maintains various departmental and employee files.

- Schedules, assists, and coordinates various administrative functions in support of hiring processes, e.g., facilitates application process; schedules job listings and advertisements; collects, files, and reviews employment applications; conducts reference verifications, background checks, and employment verifications; schedules and administers employment tests and typing exams; compiles collected data, reviews results, and may approve or refer to administrative authority as required.
- Coordinates interview processes and the scheduling of employee interviews; may conduct initial employee screening processes and make referrals to the hiring authority.
- Maintains and updates employee roster.
- Assists individuals in completing various applications and forms, e.g., employment applications, retirement forms.
- Provides interpretation of rules, policies, and procedures related to general personnel employment.
- Receives human resources inquiries and concerns from employees and various departments; through friendly, professional customer service skills, ascertains the nature of the request, provides assistance, or directs to the appropriate resource.
- Performs a variety of essential record keeping duties; manages benefits record keeping and filing system.
- Maintains open and effective communication with all levels of employment for the dissemination of information and effective departmental operations.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree from an accredited college with major course work in business or closely related field, Bachelor's preferred.
- Four (4) to five (5) years of progressively responsible experience in human resources work in an organized personnel system.
- 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 and communicate 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 modern office practices and procedures.
- Requires the ability to display knowledge of recordkeeping methods, practices, and procedures.
- 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 interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the general public.
- Requires the ability to work in a lead capacity.
- Requires the ability to display knowledge of routine word processing and a familiarity with computer operations.
- Requires the ability to develop effective working methods and procedures.
- Requires the ability to plan, organize, and supervise the work of clerical subordinates.

- Requires the ability to interpret, explain, and apply laws, rules, policies, and regulations.
- Requires the ability to assemble and organize data and preparing reports from such data.
- Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner.
- Requires the ability to work autonomously.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is frequently required to stand and walk, use hands to finger, handle, or feel, reach with hands or arms, climb or balance, or bend at the waist, and is occasionally required to lift and/or move up to 10 pounds. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, reaching, 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: