

Job Title: **Lead 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 – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform highly complex administrative support work and administer a variety of functions in the human resources area according to generally accepted standard accounting principles, established procedures, established human resources procedures, departmental guidelines, and regulatory requirements applicable to the work.

ESSENTIAL JOB FUNCTIONS

- Leads, instructs, and reviews the work of entry level professionals; assists with highly complex human resources functions.
- Performs routine and highly 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.
- Prepares various human resources statements, legal documentation, records, files.
- Receives, responds accordingly, and/or directs to appropriate entity on inquiries, requests, and concerns regarding human resources functions.
- Maintains employee compensation 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.
- Manages and processes ROTC instructor salary pay based on military monthly and quarterly reports.
- Produces reports to audit assignments and data entry and to clean up and streamline System data.
- 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 progressively responsible experience in human resources, employee management, or payroll 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 human resources and accounting principles, methods, and practices.
- 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 modern office practices and procedures.
- 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 act in a lead capacity.
- Requires the ability to perform detailed work involving written or numerical data.
- 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 prepare reports using such data.
- Requires the ability to use a calculator and computer in processing data.
- Requires the ability to analyze and resolve various human resources discrepancies.
- Requires the ability to plan, organize, supervise, and evaluate the work of others.
- Requires the ability to develop effective working methods and procedures.
- Requires the ability to deal successfully with the public and departmental personnel in person, electronically, and over the telephone.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person, electronically, and over the telephone. 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, grasping, handling, hearing, kneeling, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

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: