

Personnel Specialist

Classified Position - 7661

<u>Salary</u> Category 2	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent of Technology & Personnel
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SCOPE OF RESPONSIBILITIES

Provide human resources services for employees

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Schedule employees to complete hiring procedures and required record checks
2. Complete reports and staff orientations as required
3. Coordinate employment processes as required (e.g., processing applications, inputting data, analyzing records, preparing announcements, etc.)
4. Develop a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
5. Maintain and Interpret employment records to ensure compliance with regulatory requirements
6. Participate in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.)
7. Perform record keeping and clerical functions (e.g. scheduling, copying, faxing, data inputting, transmitting, telephoning, taking messages, responding to written and verbal inquires, etc.)
8. Present information on a variety of topics (e.g. orientations, meetings, substitute calling system, etc.) for the purpose of conveying information and/or making recommendations regarding district services
9. Schedule a variety of meetings and employee events (e.g. Employee In-processing, Substitute Orientation, applicant interviews, arranges for facilities, etc.)
10. Coordinate or work with coordinator for benefits enrollment and modifications for employees
11. Stay abreast of statutes, regulations, rules, and district policies and coverage pertaining to personnel policies and benefits
12. Maintains regular and predictable attendance
13. Adheres to the professional code of ethics
14. Successfully utilizes technology as appropriate in job function
15. Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Operation of electronic data entry techniques
- Software applications used by the District
- Financial and statistical record-keeping techniques
- Telephone techniques and etiquette
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Board-adopted personnel policies and administrative procedures

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications

- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Be punctual
- Establish and maintain cooperative and effective working relationships with others
- Recognize situations and information that need to be brought to immediate supervisor
- Keep employee information confidential
- Report to work on time and be punctual

MINIMUM QUALIFICATIONS

- Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
- Previous experience working as a secretary in some capacity