

JOB TITLE	DEPARTMENT	REPORTS TO
Human Resources Operations Assistant Manager	Human Resources	Director of Human Resources

Position No: 77310	Length of Work Year: 12 Months
Salary Schedule: N16	Date Approved: 04/13/21
FSLA: Exempt	Date Revised: 09/29/21; 8/8/23

JOB GOAL
To assist in planning, coordinating, and managing the operations of Human Resources with emphasis on support services.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree or significant relevant experience, Master's Degree preferred. 2. SHRM certification preferred. 3. HR generalist experience or extensive experience and/or deep knowledge with Skyward (or similar databases). 4. Knowledge of clerical details, office practices, procedures and methods, and the various phases of HR work. 5. Knowledge of data entry and computer operation. 6. Ability to pass an intermediate skills exam on Excel. 7. Ability to provide leadership to assigned personnel. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Reviews and evaluates existing systems to determine needed changes and develop needed workflow process changes. 2. Plans, designs, and conducts research on best practices in human resources management and prepare recommendations accordingly. 3. Leads the review and processing of instructional supplement requests. 4. Assists in the preparation of reports required in the Human Resources Department. 5. Processes leave submissions provided by the HR Specialist. 6. Completes agenda letters associated with employee leave requests. 7. Communicates with Executive Secretaries on how to properly enter and/or edit leave submissions. 8. Assists with determining FML eligibility as needed. 9. Reviews status of work assignments with the HR Operations Manager on a weekly basis and makes recommendations for identified issues or problem areas to maintain efficient operations. 10. Assists with the summer school hiring process for instructional and noninstructional staff. 11. Assists in the preparation of reports required in the Human Resources Department. 12. Assists in reviewing reports to ensure data integrity and validity. 13. Assists in the training of new employees hired in Human Resources records area. 14. Responsible for major projects such as the fiscal year roll; salary increases, contract status rolls, years of experience rolls, etc.). 15. Works to ensure processes are documented and regularly updated. 16. Responsible for administrative, instructional, and non-bargaining contracts. 17. Ensures accurate reporting of staff database elements as required by the Florida Department of Education.

18. Reviews and assists Record Specialists in correcting exceptions from survey edit errors, EE05 reports, etc.
19. Assumes the duties of the HR Operations Manager when the HR Operations Manager is absent.
15. Performs assigned tasks in a timely and efficient manner.
16. Performs assigned tasks with a high standard of quality.
17. Performs other duties as directed.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.