



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

Position No: 77310	Length of Work Year: 12 Months
Salary Schedule: N08	Date Approved: 4/13/21
FSLA: Exempt	Date Revised:

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

MINIMUM QUALIFICATIONS

1. Bachelor's Degree.
2. SHRM certification preferred.
3. A minimum of five (5) years of HR generalist experience or ten (10) years of 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

1. Oversees the workflow of Human Resources Records Specialists and adjusts as needed to ensure fair and equitable workload to maintain the greatest efficiency and service to employees.
2. Acts as liaison between Human Resources and Payroll concerning employee salary or inputting problems.
3. Assists in the preparation of reports required in the Human Resources Department.
4. Assists in reviewing reports to ensure data integrity and validity.
5. Works with the Finance Department to request FTE as needed.
6. Oversees the training of new employees hired in Human Resources records area.
7. Assists with the summer school hiring process for instructional and noninstructional staff.
8. Submits Skyward service calls as needed.
9. Responsible for major projects such as the fiscal year roll; salary increases, contract status rolls, years of experience rolls, etc.).
10. Works to ensure processes are documented and regularly updated.
11. Meets with all HR Record Specialists regularly.
12. Responsible for identifying and setting up trainings and staff development opportunities for HR Record Specialists.
13. Responsible for administrative, instructional, and non-bargaining contracts.
14. Oversees accurate reporting of staff database elements as required by the Florida Department of Education.
15. Reviews and assists Record Specialists in correcting exceptions from survey edit errors, EE05 reports, etc.
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.