



JOB TITLE	DEPARTMENT	REPORTS TO
Retirement and Leave Specialist	Human Resources	Coordinator of Retention and Recruitment

Position No: 77330	Length of Work Year: 12 Months
Salary Schedule: P12	Date Approved: 8/27/13
FSLA: Exempt	Date Revised: 1/13/20; 8/29/25

JOB GOAL
To provide support to district employees and staff regarding the Florida Retirement System (FRS) and leaves.

MINIMUM QUALIFICATIONS

1. High school diploma required, Associate of Arts or Bachelor's degree preferred.
2. 3 years of progressive work experience in human resources preferred.
3. Knowledge of Florida State Board Rules as related to the FRS.
4. Evidence of organizational ability.
5. Successful experience in developing and implementing automated tracking systems.
6. Ability to prepare and present easily understood reports and directives.
7. Demonstrates ability to work with diverse groups and effectively communicate both orally and in writing.
8. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
9. Ability to perform the job functions.

DUTIES AND RESPONSIBILITIES

1. Serves as an informational resource for employees and staff regarding Florida Division of Retirement.
2. Meets with employees to complete retirement applications and transmit to FRS.
3. Tracks relevant data to assist in the recruitment of retirees eligible for re-employment.
4. Researches data; prepares reports and presentations as required.
5. Maintains accuracy of personnel files in compliance with district policies.
6. Assists in the development and implementation of district policies and procedures and compliance with federal and state regulations.
7. Assists in New Employee Orientation.
8. Conducts district-wide retirement workshops and other related workshops related to personnel management.
9. Determines FML eligibility by evaluating leave requests and medical documents. Informs employees whether they qualify for FML and provides written documentation to employees on the reason for their denial of FML.
10. Coordinates with other district departments regarding the approval of employee leave submissions.
11. Communicates with Executive Secretaries on how to properly enter and edit leave submissions.
12. Processes sick day donations and submits approved donations to Payroll for processing. Works with employees on how to properly receive and donate sick days.
13. Performs other duties as assigned.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out our duties.