

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

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| EMPLOYEE DATA & CERTIFICATION SPECIALIST |
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Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices, procedures and equipment
- Ability to exercise independent judgment and perform complex tasks with little supervision
- Knowledge of and ability to use necessary computer programs

Desired Qualifications:

- Pass typing test of 50 words per minute
- Five (5) years of experience in a human resources department or experience in a related field
- Knowledge of School Board policies and human resources procedures
- Knowledge and understanding of the application of salary schedules
- Bachelor's Degree in Business or related field

Performance Responsibilities:

- Calculate and verify salaries and set up job records (i.e., pay screens on all new employees)
- Process verifications of previous work experience and adjust salaries accordingly
- Complete outgoing verification of employment forms
- Calculate and implement changes based on negotiated contracts
- Set up new and implement changes to salary schedules and job titles
- Process all instructional, noninstructional, professional technical and administrative paperwork
- Prepare and distribute administrator and teacher contracts
- Process performance pay and differentiated pay salary adjustments
- Review eligibility for the issuance of certification in accordance with Florida Statutes and State Board rules
- Responsible for ESOL tracking process
- Screen applicants for certification requirements
- Determine eligibility for district-issued certification
- Process applications for issuance of certificate
- Responsible for assisting with audits
- Responsible for out-of-field tracking
- Process paperwork and maintain files related to interns

- Assist employees with questions regarding salaries, transfers, and other human resources functions
- Compile exit interview reports
- Prepare, maintain and update data sheets for all employees
- Prepare the personnel agenda for School Board action, and process all correspondence resulting from Board action
- Complete the reappointment process for all employees (i.e., sort and distribute annual notices, send letter with intent to return to employees on leave, prepare reappointment schedule and lists for sites, compile all information and prepare final list for Board action)
- Assist customers as needed for completion of paperwork
- Scan and file documents
- Track all new hires, transfers, and employment separations
- Assist the Director of Human Resources in updating the Staff Handbook, Job Descriptions and Standard Operating Procedures Manual annually
- Assist in maintaining personnel files in an organized and updated manner
- Verify employment by telephone as needed
- Keep Director of Human Resources informed of potential issues and unusual events
- Perform other duties as assigned by the Director of Human Resources and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level J

Job Code:

77330

Board Approved: 08/18/98

Revised: 01/02, 06/06, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 6/23/2015