

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

EMPLOYMENT SPECIALIST

Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices, procedures and equipment
- Knowledge of and ability to use necessary computer programs
- Ability to work independently and communicate with outside firms and agencies
- Ability to compile data and prepare records and reports
- Ability to exercise independent judgment and perform complex tasks with minimal supervision

Desired Qualifications:

- Pass typing test of 50 words per minute
- Minimum of three (3) years experience in Human Resources or related area
- Previous customer service experience

Performance Responsibilities:

- Greet and assist applicants and employees at the front counter
- Serve as the main information extension into the Human Resources Department
- Assist new employees in completing payroll paperwork
- Open, stamp and distribute mail and pony
- Handle questions regarding the online application
- Serve as applicant contact for all questions
- Verify completeness of new hire files
- Take pictures and issue photo identification cards
- Fingerprint applicants and employees
- Set up hired employees in permanent files
- Compile all New Employee Orientation Folders and New Employee Packets
- Assist in maintaining personnel files in an organized and updated manner
- Verify employment by telephone as needed
- Scan and file documents
- Redact required information and provide personnel file for viewing upon request
- Copy and redact required information on all records that are requested by employees, subpoenas, etc.
- Calculate and verify salaries and set up job records for all substitutes and longterm substitutes
- Process all substitute and longterm substitute paperwork
- Assist all substitutes and longterm substitutes with any questions they may have
- Act as back up for all certification duties
- Coordinate district drug and alcohol testing

- Handle all areas regarding unemployment
- Coordinate all aspects of substitute training
- 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 D

Job Code:

77391

Board Approved: 08/18/98

Revised: 01/02, 06/06, 01/20/09, 05/17/11, 06/10/14