

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6976
Pay Grade: D10

FLSA: Non-Exempt

HUMAN RESOURCES REPRESENTATIVE
REPORTS TO: Director, Human Resources
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED and four (4) years progressively responsible office experience; or an equivalent combination of education, training, and experience.
MAJOR FUNCTION
Performs advanced, complex clerical work in carrying out a variety of specialized or technical duties. Applies varied procedures in accomplishing duties in Human Resources Services. Work involves a high degree of independent judgment and moderate decision-making based on experience or knowledge of department operations. Incumbent is required to perform complex duties of a specialized nature. Work is performed under general direction and is reviewed through observation and evaluation of work performed.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Performs varied clerical duties in accordance with standard procedures which includes operating a computer, copying, filing, tabulating information, answering telephones, and processing mail• Maintains complex, specialized, files and technical records particular to Human Resources Services• Processes forms and reports of a specialized nature• Prepares reports and statistical analysis as assigned• Relieves superior of administrative detail by performing research, maintaining records, and assisting in compilation of required data; makes mathematical calculations• Acts as liaison between the Human Resources Department and district and school personnel• Operates a computer to enter, retrieve, or modify data• Interprets rules and regulations pertaining to Human Resources Services; advises customers and employees of district and departmental policies and procedures• Processes Requests for Leave of Absence to include calculations for FMLA• Applies knowledge of principles, practices, procedures, equipment, operation, organization, fiscal, and procedural regulations applicable to Human Resources Services• Provides and compiles specialized information; prepares operating and statistical data and reports; maintains effective departmental and public relations; provides information correctly and concisely both orally and in writing; makes mathematical calculations rapidly and accurately• Develops a familiarity with both state and district requirements for certification• Assures compliance with all four contracts and make recommendations as appropriate for improvements or clarifications• Processes documents for hiring of full-time, part-time, contracted services employees, and supplements for school/department sites• Oversees salary accuracy, including degree changes, previous experience credit, as appropriate, calculate salary for job changes, promotions/demotions, and determine pay adjustments resulting from Board-approved salary schedules, transcripts (including transcripts to validate a professional leave), overpayments and underpayments. Also verify accuracy for salary exceptions and salary rollovers and make adjustments as necessary• Assists administrators and employees with issues regarding Human Resources matters, such as database actions, employee contracts, salary levels, payroll schedules, and district calendars

HUMAN RESOURCES REPRESENTATIVE

ESSENTIAL RESPONSIBILITIES

- Checks completeness and accuracy of the contents of all personnel folders and packets from processing and substitute to permanent packets from sites. Follow up as appropriate with any missing or incorrect information
- Reconciles and verifies allocated and adjusted units with the appropriate site administrator. Verify losses by category and/or identify vacancies. Enter the appropriate information in database for transfer and vacancy lists
- Receives and monitors evaluations and reappointment status for assigned sites and/or as needed. Updates database for correct evaluation dates. Collect, log, and route employee evaluations and contracts; follow-up with sites on contract status and non-reappointment documentation. (For those not recommended or determined to be unsatisfactory, gather documentation to provide to the Director, Human Resources Services)
- Monitors and resolves database actions daily as identified in the error report(s)
- Updates all screens and make sure seniority dates, bargaining units, degrees, pay levels, and contract codes are correct
- Tracks I-9 documentation, including updating immigration information in the database
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 05/08/15 CH; BOARD APPROVED: 05/19/15

HUMAN RESOURCES REPRESENTATIVE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Human Resources Representative – PESPA