

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6975
 Pay Grade: ~~G03~~ E01

FLSA: Exempt
 P/T/S

SUPERVISOR, ~~PERSONNEL RECORDS~~ HUMAN RESOURCES RECORDS ANALYST

REPORTS TO:

Director, Human Resources Services

SUPERVISES:

Support Staff

QUALIFICATIONS:

~~Graduation from high school or possession of a GED, supplemented by course work in supervision, plus five (5) to seven (7) years of clerical experience performing most of the duties stated in the "Duties and Responsibilities" section, or an equivalent combination of education, training, and experience.~~

Bachelor's degree from an accredited college or university and three (3) years of progressively responsible related experience or an Associate's degree, or equivalent, from an accredited college or university and five (5) years of progressively responsible related experience. A year of related experience may be substituted for each year of the educational requirements stated above. This experience must include at least three (3) years in a supervisory or other leadership capacity.

MAJOR FUNCTION

Performs highly responsible, supervisory and technical duties involving personnel records maintenance. Functions are varied and include supervising duties of a clerical staff in the implementation of State and School Board rules, regulations, and policies pertaining to a wide variety of personnel-related activities.

ESSENTIAL RESPONSIBILITIES

- ~~• Interviews, selects, trains, supervises, and evaluates personnel engaged in duties pertaining to activities such as the preparation and issuance of teacher contracts, employment verification, teacher certification, employee retirement, teacher supplements, appointment of part-time teachers, appointment of instructional personnel to summer programs, personnel record microfilming, payroll deductions and the U.S. Savings Bond Program.~~
- ~~• Coordinates data processing activities relative to personnel records.~~
- ~~• Compiles personnel statistics, responds to State and Federal surveys and compiles informational brochures concerning demographic data on school district personnel.~~
- ~~• Reviews personnel files with School District employees and third parties on request.~~
- ~~• Responds to subpoenas.~~
- ~~• Serves as Personnel Department representative on district-wide committees such as the Calendar Committee.~~
- ~~• Develops annual personnel calendar; responsible for records update utilized in the printing of annual Personnel Directory.~~
- Retrieves, reviews, and redacts employee records in response to public records requests from various agencies as required to remain in compliance with Florida Statutes
- Supervises clerical staff responsible for the maintenance, retrieval dissemination, retention, and disposal of personal records in compliance with applicable federal and state laws
- Coordinates the district's response to subpoenas, public records requests, media requests, worker's compensation requests, request to produce, etc.
- Coordinates the districts response to personnel audits, both internal and external
- Serves as an expert witness for the district in depositions and court appearance as needed

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"> • <u>Partners with the School Board Attorney’s Office and Office of Professional Standards to ensure that best practices are followed in the implementation of district policies and procedures</u> • <u>Partners with other district departments/schools to ensure stakeholders are included in the development and execution of new policies and procedures</u> • <u>Manages a records vault which contains more than 16,000 active employee records</u> • <u>Manages a remote storage location that retains personnel records in accordance with Florida Statutes</u> • <u>Manages a microfiche/microfilm system for the retrieval of former employee personnel records</u> • <u>Responds to experience verification requests from education institutions as well as other employers</u> • <u>Responds to requests for verification of employment</u> • <u>Conducts personnel file reviews with district employees and third parties on request</u> • <u>Serves as the Human Resources representative on districtwide committees such as the calendar committee</u> • <u>Prepares employee records for archiving</u> • <u>Verifies employee service and maintains employee history file</u> • <u>Performs other clerical duties of a personnel nature (study and/or research personnel reports and records and maintain official personnel data information and files)</u> • <u>Uses a computer terminal to inquire about employee information and perform basic computer skills such as keyboarding</u> • <u>Performs other related duties as required</u>
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 10/79 SSN; BOARD APPROVED: 10/79; REVISED: (D & R ONLY), 8/85 PBL; REVISED: FORMAT, PG, TITLE, MQ, ER 02/26/16 CH; BOARD APPROVED:</p>

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Supervisor, Personnel Records Human Resources Records Analyst – PTS