



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6671  
Pay Grade: E01

FLSA: Exempt

<b>HUMAN RESOURCES SPECIALIST</b>
<b>REPORTS TO:</b> Executive Director, Human Resources Services Human Resources Partner
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university and three (3) years of related experience or an Associate's degree, or equivalent, from an accredited college or university and five (5) years of 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. Must have excellent verbal and written communication skills, have a thorough understanding of district HR policies and be proficient with Microsoft Office Suite or related software.  <b>PREFERRED:</b> Experience as a team leader or other leadership position.
<b>MAJOR FUNCTION</b>
This professional position has responsibility for assisting the Executive Director and Human Resources Partner in the placement of instructional and non-instructional personnel and planning, organizing, implementing, and coordinating the general daily operations of an employment team with varied and complex responsibilities. Work performed involves discretion and independent judgment based on experience and/or knowledge of policies, procedures, contracts, and federal/state regulations. Work is performed under general direction and is reviewed through observation and evaluation.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Oversees the general daily operations of an employment team including, but not limited to, appointments, re-appointments, transfers, leaves, terminations and resignations, supplements, additional duty, part-time hourly, contracted services, and performance appraisals; coordinates the processing, of related paperwork.</li><li>• Proficient with or the ability to quickly learn the organization's ERP, including HRIS and employee management software.</li><li>• Leads and trains employment team personnel and assists Human Resources Partner in evaluating the performance of support staff.</li><li>• Assists in administering, supervising and follow-up on pre-employment testing.</li><li>• Monitors and assists with the implementation of new employee processing and onboarding.</li><li>• Works with administrators and supervisors in hiring and transferring all employee classifications.</li><li>• Assists in units and works with the Human Resources Partner to resolve unit allocation issues and employee placements.</li><li>• Organizes information and develops summaries, procedures, and recommendations; performs calculations and presents statistical data and recommendations; compiles and maintains specialized reports, records, charts, and graphs; prepares, types, and distributes a variety of letters, forms, instructions, and related materials; performs data fidelity audits on all personnel transactions.</li><li>• Serves on various committees and cross-functional teams as needed.</li><li>• Participates in DOE survey coordination and survey data corrections.</li><li>• Provides and implements business process solutions.</li><li>• Maintains a calendar and initiates actions such as scheduling meetings and developing timelines.</li><li>• Acts as liaison between the Human Resources Department and district and school personnel.</li></ul>

## HUMAN RESOURCES SPECIALIST

### ESSENTIAL RESPONSIBILITIES (Continued)

- Has a deep understanding and assures compliance with all employee contracts and makes recommendations as appropriate for improvements or clarifications.
- Oversees salary accuracy and calculates salary for job changes, promotions/demotions, and determines pay adjustments.
- Calculates over and underpayments for all employee classifications.
- Provides customer service support for all employees with issues regarding Human Resources employee contracts, salary levels, payroll schedules, and district calendars.
- Maintains complex, specialized files and technical records particular to Human Resources Services
- Performs other related duties as assigned.

### 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: 6/00 PBL; BOARD APPROVED: 6/13/00; REVISED (MF; D&R): 8/00 AK; REVISED FORMAT, PG, RT, SUPERVISES, MQ, MF, ER 07/14/16 CH; BOARD APPROVED: 8/23/16; REVISED REPORTS TO, MQ, MF, ER 08/18/23 PT; BOARD APPROVED: 09/26/23; REVISED RT: 07/22/24 CS; NO BOARD APPROVAL NEEDED

## HUMAN RESOURCES SPECIALIST

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 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				

Human Resources Specialist - PTS