



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6810
Pay Grade: D10

FLSA: Non-Exempt

TRANSPORTATION, PERSONNEL GENERALIST
REPORTS TO: Transportation, Director
SUPERVISES: Not Applicable
QUALIFICATIONS: High School Diploma or possession of a GED and four (4) years office experience or an equivalent combination of education, training, and experience. Strong organizational and communication skills. Experience with Microsoft Office Suite preferred.
MAJOR FUNCTION
Works with the Human Resources Department for Transportation’s hiring and onboarding. Performs advanced, complex clerical work in carrying out a variety of specialized or technical responsibilities. Applies varied procedures in accomplishing duties. Work involves a high degree of independent judgment and moderate decision-making based on experience or knowledge of department operations. Work is performed under general direction and is reviewed through observation and evaluation.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Performs varied clerical duties in accordance with standard procedures which includes operating a computer, utilizing human resources information systems, Microsoft Office software, copying, filing, tabulating information, and answering telephones. • Maintains complex, specialized, files and technical records. • Utilizes applicant tracking systems daily to provide hiring data and communications with applicants and division supervisors. • Onboards new employees by providing orientation materials, paperwork, and completion of driver credentialing and compliance. • Assists in coordinating and documenting annual compliance and credentialing of drivers to include medical certification, maintenance of CDL, drug testing, training compliance and other required qualifications directly related to transportation employees. • Works independently with confidential, privileged records, materials, and information. • Clearly and concisely communicates verbally and in writing to a variety of audiences. • Assists in the hiring process ensuring pre-employment processes are completed and employment questions are answered through multiple sources such as in person orientation, electronic or paper communications. • Acts as liaison between the Transportation and Human Resources departments. • Processes all documents for hiring, terminating, returning from leave of absence, supplements, differential pay and credentialing of full-time, part-time, contracted services employees in the Transportation Department. • Assists administrators and employees with issues regarding Human Resources matters, such as personnel actions and district calendars. • Independently establishes and accomplishes goals and objectives. • Works effectively within a complex organizational structure. • Effectively problem solves and exercises sound judgment in making decisions. • Monitors and resolves personnel actions utilizing error report(s). • Ensures accuracy of employee data in the PCS Enterprise Resource Planning (ERP) system. • Performs other related duties as assigned.

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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: 11/30/23 PT; BOARD APPROVED: 01/23/24

TRANSPORTATION, PERSONNEL GENERALIST

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				

Transportation, Personnel Generalist – PESPA