

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>EMPLOYEE RELATIONS SPECIALIST</b>
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**Required Qualifications:**

- High School Diploma
- Knowledge of School Board policies and disciplinary procedures
- Ability to effectively communicate with diverse groups, both orally and in writing
- Must possess a valid Florida Driver's License

**Desired Qualifications:**

- Associate's Degree or higher from an accredited institution
- Experience in Human Resources or Employee Relations
- Training in employee misconduct investigations

**Performance Responsibilities:**

- Process and track extended leaves including those concerning the Family Medical Leave Act
- Process and track all requests for accommodations under the ADA
- Receives and monitors evaluations and non-reappointment status as needed
- Perform initial intake of investigations, including but not limited to employee misconduct, fraud, abuse and ethical violations
- Assist administrators in gathering evidence, analyzing reports and problem solving employee issues
- Take minutes at pre-determination meetings
- Prepare comprehensive investigative reports as assigned
- Coordinate with the Florida Department of Education, when appropriate, regarding teacher misconduct and certification issues
- Assists with preparation of documents for legal complaints
- Track and coordinate the Absent without Authority (AWA) process
- Process employee arrest information and complete necessary follow-up paperwork
- Review applicant criminal history screenings and prepare communication regarding eligibility of employment
- Work with administrators and supervisors in processing Fit for Duty evaluations
- Conduct exit interviews as assigned
- 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

Employee Relations Specialist

**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 on approved salary schedule – Confidential Level J

**Job Code:**

77333

Board Approved: 06/23/15

Revised: 10/24/23