

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

HUMAN RESOURCES OPERATIONS SPECIALIST
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Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices, procedures, and equipment
- Knowledge of and ability to use necessary computer programs
- Ability to work independently and communicate with outside firms and agencies
- Bookkeeping knowledge
- Ability to exercise independent judgment and perform complex tasks with minimal supervision

Desired Qualifications

- Previous customer service experience
- Experience giving training sessions or making presentations in front of large groups
- A.A. degree or higher in Business or related field

Performance Responsibilities:

- Greet and assist applicants and employees at the front counter
- Serve as applicant contact for all questions
- Oversee front office activities
- Handle all front office concerns and procedures
- Assist new employees in completing payroll paperwork
- Assist with job description updates and maintenance of descriptions on district website Verify completeness of new hire files
- Calculate and verify salaries and set up job records for all substitutes and long-term substitutes
- Process all substitute and long-term substitute paperwork
- Assist all substitutes and long-term substitutes with any questions they may have
- Coordinate district drug and alcohol testing
- Assists Director by performing research, compiling data and maintaining records
- Prepare reports and statistical analysis as assigned
- Develops a familiarity with both state and federal rules related to employment practices
- Assists staff with issues regarding Human Resources matters
- Prepare and issue annual review acknowledgements
- Assist in maintaining personnel files in an organized and updated manner
- Assist the Coordinator in updating the Staff Handbook, New Hire Manual, and Standard Operating Procedures Manual annually
- Monitor all office equipment and acquire necessary services and supplies
- Maintain effective filing system for correspondence, records, and maintaining files pertaining to assigned areas and projects pursued by the Director
- Compile reports for federal government, Department of Education, and various departments
- Sustain focus and attention
- 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

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 upon approved salary schedule - Confidential Level J

Job Code:

77330

Board Approved: 08/18/98

Revised: 01/02, 06/06, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 06/23/20, 10/24/23