



Columbia County School District Job Description

Position Title: Human Resources Specialist I - New Hires		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated by the Chief Human Resources Officer according to Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade K	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS
Minimum of two years post-secondary education or 3-5 years human resources experience required, baccalaureate degree preferred; ability to understand and carry out complex oral and written instructions; ability to successfully complete many tasks concurrently; requires high attention to detail, problem-solving and confidentiality; ability to utilize computer software effectively.
GOAL
Assist the Columbia County School District in providing a world-class education for all students by effectively and efficiently processing new hires for employment and ensuring current employees maintain proper teaching credentials for their assignments.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Initiates new hire process; transfer and resignation/retirement/termination processing to include: • Verifies allotments to ensure school system does not over hire employees • Ensures applicant meets position qualifications • Manages the P-card and performs all accounting functions for the Human Resources Department • Responsible for maintaining and ordering office supplies; maintains fixed asset records • Assists the Chief Human Resources Officer in budget development; responsible for scrutinizing expense to stay within budget • Works with the Human Resources Specialist II-Certification to ensure certified applicants meet the proper certification requirements • Assists in developing Personnel Recommendation List for Board of Education by adding transfers, terminations, retirements and resignations to the board list or related personnel actions • Maintains timely and accurate information in the position control system and payroll system • Accept/Deny all new hire recommendations, verify final reference has been obtained, write up new hire recommendation form and prepare file with application, resume and references to submit to HR Assistant • Maintains accurate listing of job titles in the application system, to include adding new job titles after completed or revised job description is approved; ensuring job descriptions and titles are added/to the all pay schedules • Serves as the primary user of the application system accepting and approving job requisitions and maintaining timely and accurate data of applicants hired • Maintain accurate and timely posting of all job openings on the CCBOE website and other sites as applicable • Coordinate with the Assistant Director of HR to place EEO and recruitment advertising in various print media, radio, TV, and other outlets when necessary • Ensure compliance with local, state and federal criminal background requirements and procedures and properly documenting all information and processes for an audit • Notify Chief Human Resources Officer of applicants with a criminal background to avoid hiring non-qualified applicants

- Responsible for all follow-up procedures for all criminal backgrounds that contain derogatory information to include contacting the applicant, hiring supervisor and law enforcement agencies; prepare related documentation for BOE executive session
- Responsible for coordinating, documenting all GCIC backgrounds for overnight school field trip chaperones and all follow-up communication with the school as applicable
- Verifies employment for employees for mortgages and loan verifications
- E-verify substitute teacher new hires and assists with other E-verify as necessary
- Assists with New Teacher Induction, New Employee Induction, Retirement Reception and Teacher Screening Interviews as needed.
- Provide back-up help desk support to system employees and applicants for all automated systems to include answering the telephone, taking messages and receiving visitors and other clerical support and duties as required
- Completes other related projects and assignments as required by the Chief Human Resources Officer

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 29, 2015