



Columbia County School District Job Description

Position Title: HR Specialist I – Non-Certified Personnel		
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 a day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS

Minimum of two years post-secondary education required, baccalaureate 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 System 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

- Coordinate and conduct New Hire sessions for all categories of non-certified employees.
- Initiate Professional Standards Commission (PSC) Application for Paraprofessional Certification when necessary.
- Responsible for the annual recertification for all of system’s non-professional certificated personnel in accordance with state requirements.
- Primary editor and developer of the bimonthly Personnel Recommendation List for Board of Education meetings; ensuring all edits are made to the list and distributed after the BOE meeting.
- Responsible for planning, communicating and executing the annual new employee induction for non-certified employees.
- Responsible for preparing and submitting formal correspondence to all employees listed on board list, with the disposition of the personnel action related to them.
- Assist Chief Human Resources Officer in cataloging employee exit evaluation results
- Actively recruit by representing the school system by at selected non-certified Job Fairs; follow up with applicants.
- Review, examine, format and update system job descriptions and qualifications; post job descriptions to web; assist with posting job descriptions to a wide variety media outlets to attract applicants for hire, when required.
- Interpret various written materials such as transcripts, employment records, references, employment regulations, and education codes.
- Verify work experience verification for pay purposes for all non-certified and auxiliary employees and new hires.
- Verify and issue all paraprofessional certification material as required mandated by the PSC.
- Verify all required processing documents for newly hired non-certified and auxiliary employees; ensuring all employment requirements to include criminal history, education and training is valid.
- Ensure reference information is available on selected applicants, enabling system leaders to make a hiring decision on applicants.
- Responsible for inputting the electronic employment eligibility reports via Social Security Administration (SSA) and the US Department of Homeland Security (E-Verify) for all non-certified new hires.
- Assist leaders by screening and forwarding resumes and applications on hard to find applicants who are needed very quickly.

- Assist transportation department and principals with prescreening and selection of non-certified personnel. Responsible for scheduling, planning and assisting principals/directors with job recruitment fairs for non-certified jobs as needed.
- Responsible for correspondence with new hires, separations and terminations after board approval.
- Assist Technology Support Specialist to ensure new hires (Transportation and Facilities, Maintenance and Operations) are set up with CCBOE email passwords.
- Provide back-up help desk support to system employees and applicants for automated systems, Doc-e-fill, Winocular, and the absence reporting system database (AESOP)
- Provide back up to school system receptionist; provide information to callers and visitors.
- Develop plan to achieve Annual Professional Development Goals.
- Complete other related projects and assignments as requested 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 2015