

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EMPLOYMENT SPECIALIST

SALARY SCHEDULE: SSP-12

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Bachelor of Art's Degree from an accredited educational institution preferred.
- (3) Knowledge of, and experience in, working with personnel employment procedures.
- (4) Strong oral and written communication skills.
- (5) Able to organize and work independently with speed and accuracy.
- (6) Ability to work under stress and meet pressing deadlines.
- (7) Knowledge of ESD.
- (8) Must have a minimum score on file with Human Resources for the following tests as follows:
 - a. Microsoft Word 90%.
 - b. Microsoft Excel 75%

KNOWLEDGE, SKILLS AND ABILITIES:

Has the ability to manage and monitor the Human Resources employment process for applicants, new employees and substitutes. Able to provide accurate and timely processing of posting requests. Able to assist cost center heads in getting qualified applicants for vacant positions. Knowledge of Equal Employment Opportunity (EEO) laws relative to the application process. Knowledge of District's application process. Knowledge of contract language. Ability to work well with others. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Staffing Administrator, Human Resources

JOB GOAL

To coordinate the advertisement and application process for the Human Resources Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage and monitor the personnel employment process.
 - (a) Maintain Job Postings on web page.
 - (b) Process and maintain applicant information.
 - (c) Continuously update Applicant Tracking System.
 - (d) Prepare vacancy postings.
 - (e) Coordinate the application process.
 - (f) Assist cost center heads in filling vacant positions.
 - (g) Work with Applicant Tracking system to implement enhancements and changes.
 - (h) Coordinate the annual instructional/classified staffing process.
- * (2) Answer inquires regarding Human Resources employment procedures.
- * (3) Assist in maintaining a Human Resources Employment Procedures Rule Book, i.e., (a) procedures for cost centers, (b) procedures for office.

EMPLOYMENT SPECIALIST (Continued)

- * (4) Compile and maintain employment history data.
- * (5) Assure that all vacancies being processed have the proper position authorization.
- * (6) Answer inquiries regarding employment procedures and related matters that are posed by the general public, applicants, employees, and cost center heads.
- * (7) Type correspondence necessary to keep assigned personnel informed.
- * (8) Prepare all required reports and maintain all required records efficiently and effectively.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Participate in workshops and training sessions as required.
- * (11) Respond to inquiries or concerns in a timely manner.
- * (12) Maintain confidentiality of employee and department matters.
- * (13) Maintain effective communications with District personnel and the public.
- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Exhibit interpersonal skills to work as an effective team member.
- * (16) Provide for a safe and secure workplace.
- * (17) Model and maintain high ethical standards.
- * (18) Keep HR Administration apprised of potential problems and unusual events.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Demonstrate support for the School District and its goals and priorities.
- * (21) Sustained focus and attention to detail for extended periods of time.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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 those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities