

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SALARY 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) Minimum of five (5) years successful experience in a personnel/payroll environment preferred.
- (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 scores on file with Human Resources as follows:
 - a) Microsoft Word 90%
 - b) Microsoft Excel 75%

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of personnel salary records. Ability to utilize merge capabilities of word processing and database programs. Ability to create, modify and print reports. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize activities. Ability to work independently and as part of a service deliver team. Ability to work under stress and meet deadlines.

REPORTS TO:

Employee Relations and Equity Administrator

JOB GOAL

To provide for the origination and maintenance of all Human Resources personnel salary records, employee contracts, and salary computation for applicants, employees, administrators, substitutes, and contracted services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process Superintendent Personnel Report and generation of employee notification.
- * (2) Approval process of all personnel transaction requests (new hire, rehire, contracted services, transfer, change of status, return to duty, etc.).
- * (3) Process and track all leave of absence requests and FMLA eligibility.
- * (4) Process and track all employee contracts of employment.
- * (5) Verify employee's salary calculations.
- * (6) Work with payroll to ensure accurate employee salary and pay.
- * (7) Ensure accuracy of seniority reports for staffing purposes.
- * (8) Create job and payment records for all employees, substitutes, supplements, and any additional compensation.
- * (9) Report accurate employment information to Florida Department of Economic Opportunity, Department of Education and BENCOR.

SALARY SPECIALIST (Continued)

- * (10) Create and maintain accurate reports for staffing purposes.
- * (11) Prepare all required reports and maintain all appropriate records.
- * (12) Exhibit support for the District's vision, mission, goals and priorities.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Provide for a safe and secure workplace.
- * (15) Model and maintain high ethical standards.
- * (16) Follow attendance, punctuality and proper dress rules.
- * (18) Maintain confidentiality regarding school matters.
- * (19) Maintain positive relationships with staff and vendors.
- * (20) Participate in workshops and training sessions as required.
- * (21) Keep supervisor informed of potential problems or unusual events.
- * (22) Respond to inquiries and concerns in a timely manner.
- * (23) Follow all School board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Sustained focus and attention to detail for extended periods of time.
- (26) 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. 11

*Essential Performance Responsibilities