

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### HUMAN RESOURCES GENERALIST

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**COST CENTER: HUMAN RESOURCES 9023**

**QUALIFICATIONS:**

- (1) Bachelor's degree in Human Resources or closely related field from an accredited college or university. Experience in the field may be substituted.
- (2) Minimum of three (3) years of experience in Human Resources in an educational or governmental setting preferred.
- (3) Human Resources professional certification preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the general human resources policies and procedures; knowledge of employee benefit programs; and knowledge of employee labor laws. Possess analytical and interpersonal skills and abilities. Possess effective decision-making skills. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing. Possess demonstrable computer skills and proficient in the use of spreadsheet and word processing programs.

**REPORTS TO:**

Staffing Administrator

#### JOB GOAL

To provide a single point of contact for and coordination of all human resources functions throughout the employee life cycle including but not limited to recruitment, hiring, onboarding, employee compensation, and evaluation.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as the team leader providing overall human resources coordination for all assigned cost centers throughout the employee life cycle with the District.
- \* (2) Coordinate talent acquisition and recruitment processes.
- \* (3) Coordinate staffing requests and requirements with assigned sites.
- \* (4) Conduct and monitor employee onboarding to ensure smooth transition for new employees.
- \* (5) Participate in the development, implementation, and maintenance of a comprehensive talent acquisition and recruitment plan.
- \* (6) Provide general support to applicants and employees on a broad range of human resource topics including leaves, benefits, and compensation.
- \* (7) Assist in the implementation of HR policies and procedures.
- \* (8) Analyze and interpret recruitment and retention data, identify trends and make recommendations accordingly.
- \* (9) Oversee salary placement and adjustments.
- \* (10) Assist supervisor as required to manage day to day business of the department.
- \* (11) Gather and analyze data, and prepare reports related to HR metrics and key performance indicators.
- \* (12) Promote HR programs to create an efficient and conflict free workplace.

## HUMAN RESOURCES GENERALIST (Continued)

- \* (13) Assist in the preparation and placement of school board agenda items.
- \* (14) Work closely with school and district staff to support improvement initiatives.
- \* (15) Exhibit support for the District's vision, mission, goals and priorities.
- \* (16) Respond to inquiries or concerns in a timely manner.
- \* (17) Keep Supervisor informed of potential problems or unusual events.
- \* (18) Keep well informed about current trends and best practices in areas of responsibility.
- \* (19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (20) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (22) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (23) Represent, consistently, the District in a positive and professional manner.
- \* (24) Assist in implementing the District's goals and strategic commitments.
- \* (25) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (26) Provide oversight and direction for cooperative planning with other agencies.
- \* (27) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (28) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (29) Facilitate problem-solving by individuals or groups.
- \* (30) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (31) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### 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