



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Technician, Personnel
FLSA Status: Non-Exempt
Salary Grade, if non-union: SG16
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform work directly with the Director of Personnel. Assists in personnel functions, correcting, monitoring, and updating automated records and procedures.

Essential Functions of this Job

Supervises the preparation and maintenance of personnel records. Collects and prepares personnel data and other information for salary schedule formulation. Verifies salaries, including creditable experience for new employees. Coordinates the preparation and verification of automated contracts, supplements. Works closely with payroll in time schedules for data entry of personnel salaries and changes. Assists in preparation of all School Board agenda items for Human Resource Services.

Works with the SAP Business Analyst team to recommend changes for the Human Resources automated system.

Serves as liaison between Human Resources, Payroll, Benefits, and the SAP Business team. Interprets and advises employees on personnel policies and automated record procedures. Trains and assists Human Resources staff in maintenance of accurate automated personnel records. Works with Human Resources and employees to resolve issues.

Researches information for all personnel matters. Gathers personnel information and prepares needed reports. Audits all Human Resource master data and maintains accuracy.

Non-Essential Functions of this Job

Position Title: Senior Technician, Personnel

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of personnel systems and administration, including collective bargaining. Considerable knowledge of automated office practices and procedures. Ability to prepare and maintain complex records and reports. Ability to express oneself effectively, orally and in writing. Ability to establish and maintain good relationships with employees and the public. Ability to supervise subordinate employees and evaluate their work. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED. Considerable experience in Human Resources, Personnel Administration and Employee Relations. AA preferred or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 1003

EEO5: 51

Approval Date: 2012-11-13

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.