



The School Board of Polk County

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

Job Description

Position Title: Technician, Employee Relations

FLSA Status: Non-Exempt

Salary Grade, if non-union: SG15.1

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 responsible employee relations functions. This position gathers information and reviews unemployment claims, disciplinary matters, and communicates and coordinates information to District personnel. Works to proactively to resolve employee issues in a timely manner.

Essential Functions of this Job:

Monitors and maintains data within the various human resources systems. Assists human resources customers regarding all aspects of unemployment compensation, sick leave bank, coordinates fitness for duty evaluations, drafts employee discipline letters, schedules discipline review committee, and relays certificated employee disciplinary actions to the Florida Department of Education Professional Practices. Provides assistance to schools and departments in human resources operating procedures, documentation standards, and related matters. Processes/verifies employee transactions as required. Responds to more complex requests from within and outside the District regarding human resources information. Provides excellent customer service to all customers of human resources products and services.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the employee relations and human resources guidelines. Proficient in using multiple computer programs such as Microsoft Word, Excel, and Access. Ability to analyze facts and to exercise judgment in arriving at valid conclusions. Ability to understand and interpret complex oral and written instructions. Ability to utilize Enterprise Resource Planning (ERP) systems. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain harmonious working relationships with subordinates and with other departments. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

High school diploma or equivalent. Minimum of eighteen (18) months of successful experience in employee relations, OR, minimum of three (3) years of successful human resources experience. Demonstrated knowledge of human resources processes and procedures. Ability to meet and deal professionally and courteously with District employees and the public. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. 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 face-to-face discussions and contact with individuals and/or teams. Requires work with 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: 10319
EEO5: 51
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Date Last Revised: