

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Personnel Specialist

Supervisor: Assistant Superintendent for
Human Resources
FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School diploma or equivalent.
2. Comprehensive understanding of Microsoft Office and district specific software.
3. Knowledge of common office software and equipment use.
4. Excellent organizational and communication skills.
5. High degree of confidentiality.
6. Exceptional interpersonal and communication skills, both written and verbal.

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Process personnel actions, generate Board agendas, and maintain employment histories including mid-year employment contracts.
3. Determine and input compensation placement (including but not limited to perfect attendance bonus, CPDU's, stipends and differentials) based on documentation received.
4. Track and maintain vacancy listings and job postings.
5. Generate and distribute employment contracts yearly.
6. Complete assigned reports for District, State and TRS.
7. Assist in compilation of Seniority Lists for Certified and Support Staff.
8. Process Unemployment claims.
9. Responsible for retention and maintenance of HR records and to act as personnel records custodian.
10. Participate in developing department goals, objectives and systems.
11. Prepare confidential documents for negotiations.
12. Keep current with best practices and requirements as they relate to your job assignment.

13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.