

PERSONNEL SPECIALIST (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative work involving responsibility for handling a variety of personnel issues for the staff of a school district. Incumbent is responsible for managing and maintaining continuity in important matters with high levels of consequence, including but not limited to recruitment, grievances, retention/layoff documents, employee leaves, time banks. Additionally, incumbent assists with negotiation preparations, independently composes correspondence, and acts as liaison between the school district and the county personnel department. Work is performed under the direct supervision of an Assistant Superintendent. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages all aspects of personnel for non-instructional staff, or instructional staff, or both, including but not limited to: post/canvass positions, prepare personnel matters for inclusion in monthly Board of Education meeting agenda, maintains records of employment status, tracks grievances, assists in negotiation preparations;

Coordinates with County civil service office to ensure compliance with state and local civil service law, rules and regulations;

Produces and maintains accurate retention/layoff lists;

Produces and prepares correspondence and other documents;

Verifies and oversees attendance records maintenance for all school district employees, and produces reports and related documents as needed;

Administrates employee leaves such as Family Medical Leave Act, sick bank, leaves of absence, and produces related correspondence for employees as needed;

Oversees attendance issues for all school district employees relative to substitutes, and processes substitute reports for payroll;

Coordinates, collects and submits BEDS data for the school district;

Handles administrative aspects for Superintendent Hearing for the school district;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices, procedures, terminology and equipment; working knowledge of general personnel and civil service practices and procedures with

regard to school districts; knowledge of policies and regulations relating to school district administration, protected information, labor relations; ability to organize and maintain ability to plan, prioritize and organize work; ability to produce thorough and accurate reports; ability to effectively use computer applications for word processing and data control; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; accuracy; resourcefulness; initiative; good judgment; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or two (2) years of post-secondary education and three (3) years of administrative assistant/clerical experience involving use of computer applications to enter data, maintain records, and prepare reports, correspondence and other documents; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years of administrative assistant/clerical experience involving use of computer applications to enter data, maintain records, and prepare reports, correspondence and other documents; or
- c) An equivalent combination of training and experience as described above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.