

Leon County Public Schools Classification Specification

Salary Grade 29

Summary Information:

Classification Title: Human Resources Assistant

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

611	Potential Employee Background Checking	Includes fingerprinting and other methods for verifying experience, credentials, and other characteristics of potential employees.
608	Leave Records	Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.
606	Retirement Processing	All activities related to the retirement of district personnel. May include retirement counseling.
331	Benefit Plan Administration	Assist employees/retirees in completing enrollment forms for all benefit programs. Answer employee/retiree questions. Compile and file reports.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
596	Personnel Records	Maintain applicant flow and employee personnel and salary records. Includes eligibility results.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.

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Activity Name (cont.)

022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience
Supervisory Responsibility:	None
Type of Supervision:	None

Effective Date: 07/01/2003