

BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Employment Specialist V/Position Control

QUALIFICATIONS

- High school diploma or equivalent required; some college preferred.
- Five years of responsible experience in an office environment. Human Resources management-related experience preferred. School-based personnel processing experience beneficial.
- Typing at 45 words per minute with acceptable accuracy, or demonstrated computer proficiency in office systems.
- Two years of computer operation experience including word processing, spreadsheets, database, and data entry.
- Valid Florida Driver License.

Reports to: Associate
Superintendent

*Supervisor's
Superior:* Superintendent

Supervises: N/A

Job Goal

Assist with assignment and monitoring of all personnel units allocated to schools and departments district wide.

KNOWLEDGE, SKILLS, & ABILITIES

Requires considerable knowledge of business English, spelling, grammar, arithmetic and good reasoning skills. Must be knowledgeable about clerical work, computer literate, have good customer relations, and be able to use good judgment in making decisions. Good organizational skills essential. Must be capable of establishing own work schedule, setting own priorities based upon deadlines and goals. Must be able to perform mathematical and statistical calculations. Knowledge of office practices and procedures required. Must be able to work independently following established policies and procedures. Excellent communication skills required because of frequent interaction with individuals throughout the district and the general public.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Prepare and input pertinent data to the position control system.
- Assist in monitoring, tracking and balancing position control to ensure staffing at the authorized level.
- Assist with problem solving from position control system with Educational Technology and Budgeting/Finance departments..
- Assist in ensuring salaries are changed appropriately regarding proper account coding.
- Maintain records regarding changes and adjustments to position control.
- Interface daily with employment specialists concerning position control.
- Assist with the advertising process in BEACON in a timely manner.
- Work closely with school and district staff to help maintain balanced position control files.
- Respond to inquiries and concerns in a timely manner.
- Assist in maintaining state staff database information and preparing state reports.
- Assist in ensuring compliance with Board rules as well as federal and state laws and regulations as it relates to position control.
- Maintain confidentiality regarding school and workplace matters.
- Provide outstanding customer service, using effective positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational values, policies and procedures.

PERFORMANCE RESPONSIBILITIES:

OTHER DUTIES & RESPONSIBILITIES

- Perform tasks or services consistent with the job goal of this position.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Sedentary Work: Exerts up to 10 pounds of force occasionally, and/or a negligible amount of force frequently, to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>Bargaining - PTH</u>	DATE DEVELOPED: <u>December 5, 2011</u>
PAY GRADE: <u>LL</u>	DATES REVISED: _____
PAY CODE: _____	DATES BOARD APPROVED: _____
PAY TYPE: _____	EEO-5: _____
PAY DAYS: <u>12 months</u>	FUNCTION: <u>HRS</u>
FLSA STATUS: <u>Non-Exempt</u>	Classification: <u>Hrly</u>
ADA CODE: _____	DOE Survey Code: _____

Draft Developed By: Sandy Cross

FOR HR USE ONLY:

Labor Relations Services: *Joy Salamone* _____

Compensation Services: *Susan Standley* _____

Classification Approved By: *Debra Pace* _____