

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Personnel Specialist

Purpose of the Job

Perform technical accounting and recordkeeping duties in support of Human Resources/Personnel operations.

Essential Job Functions

CERTIFICATED & CLASSIFIED STAFFING:

1. Monitor staffing allocations by building/department and generate data for building principals and program managers as requested
2. Assists in generating pay directives to Payroll for all district employees
3. Assists in initiating all required paperwork for new hires
4. Input credits and experience for certificated employees for placement on the LEAP salary schedule
5. Track new hire requirements, e.g., fingerprints, mandatory training, immunizations, I-9, probation
6. Input data for state report S-275 into the WSIPC system
7. Prepare monthly lists and notification for new employee orientations
8. Maintain seniority lists for individual bargaining units
9. Read and screen incoming correspondence; draft replies to general inquiries
10. Track dates of employee evaluations and prepare lists for principals/managers
11. Maintain employee files and revise processes to meet current needs and records demands
12. Mail yearly "reasonable assurance" letters to classified staff
13. Process applications for Family Medical Leave and Sick Leave Sharing

BUDGET PROCESS:

1. Assist in compiling accurate budget figures for the Business Office during peak budget preparation time
2. Update yearly data required for budget preparation
3. Assist in staffing forecasting, i.e., retirements, leave requests

DISTRICT NEGOTIATIONS:

1. Assist Lead Personnel Specialist in developing salary and benefit contingencies
 2. Assist in providing "salary modeling" with variable adjustments in pay
 3. Participate in discussions regarding financial aspects of the collective bargaining process
- Other related duties as assigned

Qualifications:

Education & Experience:

1. High School Diploma and/or three years of experience in school district accounting or human resources accounting
2. Experience with WSIPC Skyward HR system preferred
3. Experience in the preparation of state fiscal reports (S275) preferred

Knowledge Skills & Abilities:

4. Proficient in the use of a PC computer for school district's personnel applications (Excel spreadsheets and online databases)
5. Ability to maintain strict confidentiality
6. Must be detail-oriented
7. Excellent verbal and written communication skills
8. Demonstrated ability to work effectively with other staff members and administrators to achieve school district objectives
9. Capacity to prioritize workload, manage multiple tasks and meet varied deadlines

10. Initiative in learning new software programs

Licenses, Certificates & Special Requirements:

Reporting Relationship:

Personnel Specialist reports to the Lead Personnel Specialist and the Assistant Superintendent of Human Resources and Operations.

Conditions of work:

Union Affiliation:

Non-Bargained

FLSA Status:

non-exempt

Wage Range:

Non-Bargained

Job #

Job History:

Created: 6/1/05; Revised: 10/10; 9/12

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice