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TITLe: Classified Personnel Specialist
Location: Administrative Service Center
Reports To: Classified Personnel Manager
Department: Human Resources

SUMMARY STATEMENT:
Under the supervision of the Classified Personnel Manager, the Classified Personnel Specialist will
implement classified personnel functions associated with salary computations, payroll authorizations,
employment verifications, salary surveys, job postings, employee records, and general clerical duties for
approximately 1500 classified employees. This position responds to inquiries regarding policies, rules,and regulations for classified employees and maintains personnel records to ensure proper and current
documents are on file for each employee. The position assumes responsibility for the accuracy of all
personnel information concerning classified employees.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public by telephone and in writing.
2. Answer and direct incoming calls and/or respond to inquiries and requests from staff and the general
   public.
3. Provide both oral and written employment verification for classified employees.
4. Prepare and issue for distribution classified job opening announcements.
5. Performing data entry utilizing an on-line computer system. Generate data-mining reports.
6. Establish and maintain classified personnel files (both computer and hard files.)
7. For new classified staff, gather appropriate documentation and determine salary placement based on
   work experience or K-12 longevity credit.
8. Evaluate and review transcripts to determine work eligibility for Title-wide schools.
9. Determine appropriate leave provisions for affected employees, explain options, gather specific
   documentation, balance out pay as necessary, determine when district-paid medical coverage ends,and process paperwork as required.
10. Handle highly-sensitive and confidential documents, information, and situations.
11. Provide orientation paperwork to new hires, explain contents, and help employees complete their
    forms.
12. Track First Aid/CPR requirements and licensure expiration for required positions.
13. Process extra-curricular and payroll authorization forms for classified employees, which includes
    determining retirement and medical benefit eligibility. Update staffing information, including correct
    budget distribution, generate pay documents, make necessary changes, and verify information before
    exporting data to payroll via the Employee Management System.
14. Based on changes of assignment and annual pay changes, ensure proper salary placement for
    classified employees following applicable policies and procedures.
15. Establish and update schedules/tables and assist with building "plans" through WESPaC.
16. Verify and follow up on bus driver payroll authorization information received from Transportation.
17. Process reclassification of expenditures/journal vouchers as needed.
18. Prepare bi-monthly classified personnel report for Board approval.
19. Prepare and maintain seniority lists.
20. Establish and track information using Excel spreadsheets.
21. Prepare data for State reporting, analyze and research data, input data into system, and assist in
    preparing the report.
22. Assist in the preparation and completion of the budget for classified employees.
23. Compose, prepare, and distribute departmental correspondence as necessary.
24. Perform required testing and scoring of job applicants. Track test results on a database.
25. Perform various research and gather information as necessary.

**OTHER RESPONSIBILITIES:**
1. Complete various wage and benefit surveys.
2. Prepare purchase orders as necessary.
3. Send and retrieve FAX documents as requested.
4. Perform other related duties as assigned.

**PHYSICAL DEMANDS REQUIRED:**
- **Hearing** (66-100%)
- **Bending** (Up to 33%)
- **Speaking** (66-100%)
- **Pushing** (Up to 33%)
- **Vision** (66-100%)
- **Writing** (66-100%)
- **Sitting** (66-100%)
- **Standing** (33-66%)
- **Walking** (Up to 33%)
- **Lifting/Carrying** Up to 30 lbs. (Up to 33%)
- **Reaching** (Up to 33%)
- **Acceptable Attendance**

**MENTAL DEMANDS REQUIRED:**
- **Verbal Communication** (66-100%)
- **Multiple Concurrent Tasks** (66-100%)
- **Reading Documents** (66-100%)
- **Customer Contact** (66-100%)
- **Detailed Work** (66-100%)
- **Constant Interruptions** (66-100%)
- **Reasoning** (66-100%)
- **Confidentiality** (66-100%)
- **Problem Solving** (33-66%)
- **Written Communications** (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC (clone), telephone, typewriter, printer, 10-key calculator, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Three years of experience and training related to payroll, accounting, bookkeeping, or human resources required.
3. Personnel experience preferred.
4. Demonstrated ability to perform on the computer, using Windows environment and related Microsoft applications, particularly Excel.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Knowledge of or willingness to learn the on-line computer system in conjunction with the Washington School Information Processing Cooperative (WSIPC).
7. Demonstrated ability to communicate effectively and possess a positive attitude.
8. Demonstrated ability to perform multiple tasks at one time.
9. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
10. Must possess the ability to perform detailed work.
11. Demonstrated ability to communicate effectively, using proper grammar, spelling, and punctuation both verbally and in writing.
12. Must possess a good math aptitude.
13. Demonstrated organizational skills and a commitment to follow through.
14. Demonstrated ability to problem solve.
15. Ability to work effectively with minimal supervision.
16. Demonstrated ability to work under conditions of constant interruption and perform under deadline pressure.
17. Demonstrated ability to maintain confidentiality of sensitive information.
18. Ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: _______________________________ Date: ________________

District: _______________________________ Date: ________________

Revised Date: 09/01/2017
Classification: Professional Technicians - Office Clerical
Class: Class III
Display on Web? Yes

Classified Personnel Specialist