## JOB DESCRIPTION

### POSITION TITLE: HR Specialist  
### JOB CODE: 474B  
### DIVISION: Human Resources  
### SALARY SCHEDULE: Office Clerical/Technician Annual  
### DEPARTMENT: Employment  
### WORK DAYS: 238  
### REPORTS TO: HR Supervisor  
### PAY GRADE: Rank VII (NCT7)  
### FLSA: Non-Exempt  
### PAY FREQUENCY: Monthly  
### PRIMARY FUNCTION: Coordinate the employment process and related services provided to applicants and District employees.

### REQUIREMENTS:

1. **Educational Level:** High School Diploma or GED  
2. **Certification/License Required:** None  
3. **Experience:** 1 year experience in Human Resources or School Secretary position  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication skills; organization; planning; public relations; computer technology; working knowledge of Georgia Educator Certification requirements

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Creates and runs queries to identify new applicants; conducts initial screening to determine appropriate applicant status within TalentEd System for employment processing.  
3. Coordinates employment for all hiring actions or changes to include printing Employee Action Forms and employment applications, checking references, updating information on TalentEd, and running certification statuses; uses TalentEd and Munis to enter and retrieve applicant and employee information; upload applicant data from TalentEd to Munis for processing; create and distribute rotating late day schedule for employment staff.  
4. Provides superior customer service; greets visitors, determines the nature of business and refers to the appropriate colleague or department; answers employment questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures; serves as back up for the HR Representatives.  
5. Retrieves information from TalentEd Workflow and posts new vacancies to the District’s website; serves as a liaison with schools and divisions to handle and questions or offer assistance completing hiring documents; removes vacancies when requested; maintains TalentEd Job Master Database with updated job descriptions.  
6. Maintains accurate information for statistical purposes; uses database management software and other tools to produce reports; generates reports to support HR and District information needs.  
7. Serves as a liaison for staff by providing assistance with job fairs; Munis business rules manager, GATAPP mentor payments, placement of student teachers; clinic and food service substitute training.  
8. Creates and maintains AESOP database information for food service and clinic substitutes; disseminates information to schools and substitutes as needed.  
9. Manages TalentEd query to determine Clinic and Food Service substitute email orientation invitations.  
10. Manages the annual purging of ASEOP database for inactive Clinic and Food Service substitutes.  
11. Provides support to Supervisor of Human Resources, Recruitment for Teacher of the Year and Classified of the Year management and calculations for the District.  
12. Performs other duties as assigned by appropriate administrator.
Signature of Employee

Date

Signature of Supervisor

Date