

## SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

<b>TITLE:</b> Technician (Human Resources)			
<b>CLASSIFICATION:</b> Classified	<b>NEW:</b> Yes	<b>UPDATED:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Senior Director of Human Resources			
<b>JOB GOAL:</b> To assist the Senior Director of Human Resources in performing assigned responsibilities in an efficient manner in order to be effective in the education process.			
<b>NOTE:</b>			
<b>TERMS OF EMPLOYMENT:</b> Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.			
<b>EVALUATION:</b> Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.			

### QUALIFICATIONS:

1. High School Diploma or GED.
2. Proficiency in Microsoft Office.
3. Ability to communicate effectively both verbally and in writing.
4. Three (3) or more years of verifiable experience in human resources personnel management, including thorough knowledge of personnel functions as it relates to certification; or an equivalent combination of education and experience that is deemed equal or superior to the foregoing requirements.
5. Experience in Skyward management system and AS400/Terms preferred.
6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

### PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. Use effective, positive interpersonal communication skills.\*
2. Perform a variety of complex tasks requiring a high degree of maturity, tact, and judgment, and the ability to discern and maintain the confidential nature of sensitive information. \*
3. Post vacancies on the applicant tracking system as directed and provide technical assistance to applicants. \*
4. Maintain personnel records and filing systems as required by State Law, SBE Rule, and School Board Rule. \*
5. Process new employees and enter required information into Skyward, Filebound and E-Verify. \*
6. Create and update Skyward profiles for employees, college interns, contractors, nurses, athletic coaches, resource officers, and others as needed and applicable. \*
7. Maintain new hire electronic processing system. \*
8. Process certification billing for all employees, including the Villages Charter School. \*
9. Maintain the CJIS certification needed to access Level II background screening results.\*
10. Review state disqualification reports to ensure applicant-hiring eligibility. \*
11. Work closely with administrators to recruit employees that meet individual school needs. \*
12. Confirm applicants' certification eligibility status via VERSA. \*
13. Collect and enter updated certification information into Skyward for all employees. \*
14. Collect and submit updated certification information to the Villages Charter School. \*
15. Collect information for resolutions as requested. \*
16. Gather and process information for subpoenas. \*
17. Manage new hire reporting. \*
18. Verify employment and experience of personnel as requested by employees to other school districts, banks, credit unions, and credit bureaus. \*
19. Assist with the annual retirement celebration. \*
20. Assist with teacher induction activities. \*
21. Serve as notary for the Human Resources Department. \*
22. Perform other such duties as the Superintendent or designee may assign. \*

**PHYSICAL REQUIREMENTS:**

1. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.
3. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Noise level in the work environment is usually moderate.