



Pickens County Schools

Job Descriptions

HUMAN RESOURCES GENERALIST

Title/Position: Human Resources Generalist

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade H (Starting pay \$19.25/hour)

Reports to: Director of Human Resources

Qualifications:

1. Minimum High School Diploma
2. Previous bookkeeping, payroll, accounts payable, or equivalent experience in the area of Human Resources, Finance or Business preferred.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- To assure the smooth and efficient operation of the Human Resources department by giving assistance to system personnel on human resources matters.
- Helps organize documentation for board meetings personnel action reports.
- Handles correspondences to Human Resources department in a courteous, and professional manner.
- Works closely with appropriate agencies and performs tasks associated with Georgia PSC, Department of Labor, OCR, EEOC, TRS/PSERS.
- Assists in maintaining system for recruitment and hiring of personnel to fill staff needs.
- Assists system personnel in obtaining or renewing teaching certificates or professional licenses.
- Responsible for all records of employees and maintains a system to store and retrieve employee data.
- Maintain employee and volunteer criminal background checks, and serve as liaison with the Georgia Bureau of Investigation for auditing purposes.
- Provides and/or obtains experience verifications for current and past employees.
- Serves as liaison with contracting substitute provider agency.
- Prints, disseminates, and collects employee contracts and contract addendums annually.
- Collects Employee Assurances and other mandatory legal training documents annually.
- Generates separation notices as needed.
- Completes E-verify and GA New Hire on all employees.
- Completes all aspects of the new hire on-boarding process.
- Coordinate FMLA and maintain records related to Family Medical Leave.
- Assists with planning, and coordinating new teacher orientation.

- Coordinate the systems' employee compliance requirements through by providing compliance posters and compliance training.
- Coordinate Worker's Compensation program and maintain records related to Worker's Compensation Claims.
- Assist in district Title IX investigations and records.
- Complete Verification of Employment Forms.
- Complete Student Loan Forgiveness Forms.
- Maintain TRS documentation and assist employees with the retirement process.
- Help with maintaining and processing of monthly benefits billing and recordkeeping.
- Attends meetings and workshops to keep abreast of current issues related to human resources.
- All other duties deemed necessary to fulfill the needs of the Superintendent, CFO, and Director of Human Resources.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.