



Job Description

Position Title: Human Resources Specialist (Classified Employment)		
Department: Human Resources	Evaluation Instrument: Contributing Professional	
Compensation Range: \$37,800-\$57,328 <i>*Salary is commensurate with experience and grade band. FY26/DF(240)_RW2</i>	FLSA Status: Nonexempt	Retirement: TRS
Work Days: 240 Days	Reports to: Executive Director	
Position Summary: The Human Resources General Classified Specialist is responsible for data entry and data processing in the Human Resources Department, submitting information for background checks, issuing ID badges, and assisting with classified staff and substitute orientation. This position requires a high level of confidentiality.		
Qualifications		
Education: Associate degree or equivalent preferred; High School Diploma required		
Certification/Licensure: None		
Experience: 3-5 years of experience in senior level clerical position or equivalent required; knowledge of Georgia educator certification or workers compensation preferred		
Physical Activity: <ul style="list-style-type: none">● Standing, walking, sitting, talking, and hearing,● Lifting up to 15 pounds● Must be able to work on-site		
Knowledge, Skills, and Abilities <ul style="list-style-type: none">● Communicates effectively with all stakeholders both written and verbal● Knowledge of computer usages and modern office practices including but not limited to use of Word, Excel, Email, and Internet● Works with peers/supervisors in a considerate and cooperative manner and assists others when needed● Strong organizational and decision making skills● Ability to adapt to changing work priorities and working with frequent interruptions● Carries out work with a high degree of accuracy and strong attention to detail● Must be able to successfully manage multiple tasks, projects, and responsibilities <i>The Board of Education and the Superintendent may accept alternatives to some of the above requirements.</i>		

Human Resources Specialist - Classified Employment
<ol style="list-style-type: none"> 1. Follows work schedule and attendance guidelines in a punctual manner 2. Models professionalism in appearance, speech, respect, understanding, sensitivity, and demeanor 3. Maintains high standards of confidentiality, attendance, and flexibility while working cooperatively with the Board of Education, coworkers, school administrators, students, parents 4. Types a variety of correspondence, reports, and office memoranda and answers routine inquiries (i.e. Verifications of Employment) 5. Works closely with the Human Resources staff members during recruitment, hiring, onboarding, and all other confidential aspects of classified staff including substitutes

6. Assists in processing employee leave requests following departmental protocols
7. Obtains, gathers, and organizes pertinent data into a usable form as needed
8. Researches salary history and analyzes all experience verifications to determine salary placement
9. Assists the Executive Director of Human Resources to ensure compliance with BOE policy as well as State and Federal laws concerning hiring practices
10. Maintains online platforms, posts jobs, and assists applicants and current staff with problems (Frontline – Recruiting and Hiring and Absence Management)
11. Works closely with Human Resources staff members to assist with all other aspects of the Human Resources Department and maintains a high level of confidentiality
12. Performs other tasks and assumes other responsibilities as the Executive Director or designee may assign from time to time.

Security Clearance: The Glynn County School System requires a criminal background check and fingerprinting on all new employees, including all substitutes and other designated employees.

This document provides information about the above Glynn County Schools position. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Revised: 9/2025