

Title: Human Resources Specialist

Pay Grade: 5

Supervisor: District Superintendent and the Board of Trustees in specific matters

Summary:

Under the general supervision of the Superintendent, this position carries out duties that include but are not limited to recruitment, onboarding and retention, maintaining and evaluating employee records, verifying qualification, certification requirements and procedures, evaluating college transcripts and employment verification for salary placement, preparing and compiling a variety of personnel-related correspondence and report, and assists with payroll and benefits as well as other tasks as assigned.

Minimum Qualifications:

- High school diploma or equivalent required
- Bachelor's degree in related field preferred
- Two to five years of experience in human resources required
- Exceptional organization, problem solving, and computer application skills
- Ability to maintain confidentiality and stay abreast of employment laws
- Excellent verbal and written communication skills
- Ability to perform duties with awareness of all District requirements, Board of Education policies, and applicable State and Federal laws

Essential Duties and Responsibilities:

This is a list of essential duties and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the same duties listed, nor does it necessarily list all possible duties that may be assigned.

- Maintains a positive attitude and style that contributes to the overall public relations of the district
- Demonstrates excellent communication, listening, customer service, personal presentation and problem solving skills.
- Maintains accurate physical and digital records, verifies accuracy, and inputs data into multiple platforms and human resources information systems for employment.
- Maintains a high level of confidentiality regarding employee matters.
- Interviews workers to gather information on their responses and needs relating to general work issues and relationships affecting morale, motivation and efficiency.
- Advises, explains, and interprets to school administrators, faculty, patrons, and staff on HR policies, practices, regulations, procedures, and employee relations issues.
- Assists with payroll and employee benefit programs including enrollments, issue resolution, records management, and payments.
- Assists in the recruitment of employees.
- Assists with tracking and maintaining all time off in the district including but not limited to LWOP, FMLA, Sick, Personal, Vacation, Bereavement, Administrative Athletic, etc.
- Assists in the development and recoding of evaluations, decisions and results.
- Assists with fingerprinting and criminal background check processing and verifications of employment
- Implements and manages key Human Resource projects as assigned.
- Communicates with key stakeholders to identify personnel needs, job specifications, job duties, qualifications and skills.