

Twin Falls School District #411

Job Description

Job Title: Human Resources Administrative Specialist
Department: Human Resources
Reports To: Human Resources Manager
Supervises: Assist in Supervising ½ time Secretary to Human Resources
FLSA Status: Exempt, 12-month year, salary as per classified supervisor's salary schedule,.83% vacation days/month yrs 1-6; 1.25 vacation days/month 7+ yrs, 1 sick day month, 3 personal days annually
Prepared By: Human Resources Department
Prepared: 07.10.14
Approved By:
Approval Date:

JOB GOAL

Assist the Human Resources Department in all areas of personnel work. Communicating with all district personnel in such a manner as to insure rapport and cooperation is essential. Assist in supervising and evaluating the half-time clerical assigned to the Human Resources Department. Oversee the onboarding process for the District.

QUALIFICATIONS

Minimum:

- Associate's degree or four to ten years of related experience and/or training; or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Trustees.
- Knowledge of modern office practices, telephone etiquette, proficiency in spelling, punctuation, grammar and dictation
- High level of proficiency in computer programs including Word, Excel, and Access
- Ability to work independently
- Sound decision-making skills, aptitude for problem solving, proficiency in communication and organization, strong work ethic, and a high level of self-motivation
- Strong communication and interpersonal skills, both verbal and written
- Ability to read, analyze and interpret state and federal regulations and policies and disseminate this information
- Ability to maintain high standards of ethical behavior and confidentiality of information

Desired:

- Associate's degree in an office-related field such as administrative assistant
- Four years of experience as an administrative specialist – preferably in a school district

ESSENTIAL DUTIES include the following (or other duties as assigned by the Superintendent, Board, or designee).

- Assist Human Resources Department in all areas of interviewing and employment record keeping
- Compose letters and other correspondence, type and distribute reports as directed
- Dispense, accept, record and route all applications
- Receive visitors and job applicants, route telephone calls, verify employment and payroll information upon requisition and authorization
- Schedule interviews, notify applicants of interviews, and notify applicants of interview outcomes in a timely manner
- Maintain and update classified personnel files keeping all information concerning district employees in strict confidentiality
- Serve as the backup for the SubFinder Operator in regards to the SubFinder program
- Serve as subject matter expert for SubFinder while training new SubFinder Operator/Payroll Clerk
- Assist the HR Manager in tracking and notifying certified employees regarding FMLA eligibility
- Assist HR in compiling and reporting information on personnel to State Personnel Reporting System
- Assist the Human Resource Department in organizing and upgrading forms and procedures to insure efficient work flow
- Assist in filing and maintaining the file room
- Initiate and implement the rollover process for the HR/Payroll portion of Infinite Visions including:
 1. Salary schedules
 2. Work calendars
 3. Position control codes
- Perform other tasks and assume other responsibilities as the Superintendent and/or Board may deem necessary

Onboarding Responsibilities

- Manage the Applitrack Online application system. Assist applicants, administrators and other parties in the use of the program. Set up new users, route applications, update and troubleshoot the Applitrack system
- Maintain and manage the Cross Match Live Scan fingerprinting system. Set up and train new users. Troubleshoot problems and work as a liaison between the District and the State Department of Education. Check SDE's website for possible "hits" on background checks. Reconcile escrow account for background checks at the SDE with the accounting department.
- Track fingerprint and drug screening for all new applicants
- Compiles new employee packets of information that must be completed upon hiring
- Communicates with successful applicants explaining all of the necessary forms that must be completed and ensuring that each item on the new employee checklist has been completed
- Input initial personnel and payroll information into the computer
- Manages contractual signing process, ensuring contracts are signed in a timely manner or oversees the process to have unsigned contracts sent out via certified mail

Supervisory Responsibilities

- Supervises ½ time clerical employee in the human resources department in accordance with the organization's policies and applicable laws, including interviewing, recommendation for hiring, training employees; planning, assigning and directing work; and appraising performance.

PHYSICAL DEMANDS (*Reasonable accommodations may be made to enable a person with a disability to perform the essential functions.*)

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time.
- Navigate stairwells.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

EVALUATION

Performance of this position will be evaluated in accordance with the Board's policy on evaluation of classified employees.

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Job description received:

Date/year

Employee signature