



Department of Human Resources
118 W. Bullion St., Hailey, ID, 83333
<http://www.blaineschools.org>
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<u>TITLE:</u>	Human Resources Specialist
<u>PAY GRADE:</u>	Classified Salary Schedule
<u>FLSA:</u>	Exempt
<u>SUPERVISOR:</u>	HR Director
<u>TERMS OF EMPLOYMENT:</u>	Works on-site according to designated schedule

SUMMARY:

Under the general supervision of the Human Resources Director, this position serves as a member of a team that provides human resources support. This includes but is not limited to recruitment, onboarding and retention; maintaining and evaluating employee records; verifying qualifications, certification requirements and procedures; evaluating college transcripts and employment verification for salary placement; preparing and compiling a variety of personnel-related correspondence and reports.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent required; Bachelor's degree in related field preferred. Three to five years' experience in Human Resources required. Any equivalent combination of education and experience. Must possess exceptional organizational, problem solving, and computer application skills, along with excellent communication skills, a sense of humor, and is a team player. Spanish language skills or bilingual/biliterate preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(This list of essential duties 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 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.
- Provides timely support to the HR Department for tasks including, but not limited to: meeting supports; preparation of packets/presentations; communications with staff
- Demonstrates excellent communication, listening, customer service, personal presentation and problem-solving skills.
- Maintains accurate records, verifies accuracy, and inputs data into multiple platforms and human resources information systems for employment cycle of all employees.
- Participates in developing department goals, objectives and systems. Reviews opportunities and makes suggestions for human resource continuous improvements.
- Interviews workers to gather information on their responses and needs relating to general work issues and relationships affective 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.
- Tracks all employee benefit programs, including enrollments, issue resolution and records management. Processes benefit enrollments and payments, maintains benefit files in accordance with state and federal data practices. Facilitates annual open enrollment process.
- Conducts recruitment of exempt, non-exempt, and temporary employees.
- Tracks and maintains all time off in the district including, but not limited to; LWOP, FMLA, Sick, Personal, Vacation, Bereavement, Administrative, Athletic, etc.

- Assists in development and recording of evaluations, decisions and results.
- Maintains confidentiality of staff information and confidential records.
- Assists HR with the fingerprinting and criminal background check process and verbal verifications of employment.
- Implements and manages key HR projects as assigned (e.g. employee transfer period, reductions in force, policy committee).
- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications and skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate clearly and concisely, both orally and in writing. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Skill in organization, problem solving, and computer application along with attention to details and flexibility. Skill in excellent communication, listening, and personal presentation. Ability to effectively communicate in one-on-one and small group situations with employees of the District and their families. Ability to add, subtract, multiply, and divide in all units of measure. Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret and implement a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work in a friendly manner and to develop effective working relationships with staff and the school community. Ability to perform duties with awareness of all District requirements, Board of Education policies, and applicable State and Federal laws.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The job is performed primarily indoors, though the employee may be required to perform duties outdoors in various types of weather, including inclement weather with temperatures at or below freezing for extended periods of time. The noise level in the work environment is usually moderate to loud. The employee frequently interacts with students and staff. While performing the duties of this job, the employee is regularly required to climb, crawl, balance, stand, and walk; use mental acuity and repetitive motion; use hands to hold, move, feel and manipulate objects; reach with hands and arms; sit, stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific speaking and hearing abilities required by this job include expressing or exchanging ideas by means of the spoken word, shouting in order to be heard, and receiving detailed information through oral communication. Performs light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

The Blaine County School District No. 61 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Blaine County School District No. 61 will provide reasonable accommodations to qualified individuals with disabilities. Preference will be given to qualified veterans pursuant to Idaho Code 65-603, et seq. The Blaine County School District No. 61 is a drug, alcohol, and tobacco-free environment.

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I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date