

Moencopi Day School
POSITION DESCRIPTION

TITLE: HUMAN RESOURCES TECHNICIAN

EMPLOYMENT: 12 Months (non-exempt)

SUPERVISOR: Chief School Administrator

PRIMARY RESPONSIBILITIES: This position is responsible to perform operation and technical human resources tasks to include but not limited to employee relations, recruitment, staffing, classification & compensation, and new employee orientation. Assisting employee and the public with personnel information, maintaining employee personnel records. Administering employee benefits, administering background investigations & adjudications.

ADHERENCE TO: Holds a firm belief and commitment to MDS Philosophy, Vision and Mission.

QUALIFICATIONS

- Required AA degree or equivalent of 60 credit hours in Human Resources or other related field;
- 3-5 years' experience of working with the office in the area of Human Resources; educational institution preferred.
- Knowledge of Public Law 100-297 Grant School Rules and Regulations and OMB Circular.
- Knowledge and experience with Human Resources software and systems;
- A self-starter with excellent organizational skills and the ability to multi-task, adjust to changing priorities and meet short timelines;
- Superb attendance;
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures;
- Excellent communication skills; ability to communicate and work well with staff, students, parents and the community;
- Computer literate, experience with software such as Word, EXCEL Windows, and accounting software.
- Required valid Driver's License, First Aid/CPR Certificate;
- Must pass background check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference.
- Excellent communications skills; ability to communicate and work well with staff, students, parents, and community.

RESPONSIBILITIES: Human Resources

- Will work collaboratively with Business/Human Resources Manager;
- Prepares or screens and verifies assignment authorizations; initiates request for personnel based on current or projected needs;
- Assists administration in the assignment, transfer, dismissal and promotion of staff;
- Determines appropriate source of available candidates for employment, re-employment or reinstatement;
- In collaboration with professional staff, prepares and distributes recruiting materials, information relative to the school and other informational materials;

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- Prepares eligibility list and provide selecting administrator with eligible candidates for selection;
- Schedules interviews, conducts reference checks and prepares findings documents;
- Prepares and maintains a variety of personnel related records such as board resolutions authorizing layoffs or reductions in hours; prepares letters to classified employees affected by layoffs or reduction in hours;
- Prepares Moencopi Day School staff orientation in terms of Employee Benefit Packets;
- Assists in new staff recruitment;
- Assists in the screening process for applicants for vacant positions and selecting for interviews;
- Maintains all school personnel files;
- Investigation and Adjudication; Conducts fingerprinting and background check clearance;
- Honor confidentiality of Personnel Records;
- Assist in composing, organizing and editing employee handbooks and instructional manuals;
- Work with administration in collaborating with benefits providers for health, dental, vision, retirement, and life insurance policies.
- Will complete a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll/benefits deductions, and processing terminations.

OTHER REQUIRED RESPONSIBILITIES

- Attend staff meetings and all required school in-service program activities;
- Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; know and observe Board policies and regulations;
- Account for school and school property, as required;
- Provide Quality Customer Service;
- In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area;
- Responsible for other duties as assigned.

ACKNOWLEDGEMENT

I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

NAME

DATE

SUPERVISOR

DATE