

Job Title: HUMAN RESOURCES SPECIALIST

POSITION SUMMARY:

The job of the Human Resources Specialist was established for the purpose(s) of providing human resources services with specific responsibility for providing support and information to employees regarding policies, regulations, and concerns; assisting school sites with filling vacant positions to meet needs; hiring and processing of employees; maintaining records; producing a variety of information as needed; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

ESSENTIAL FUNCTIONS:

- Administers a wide variety of personnel policies and programs regarding employees (e.g., advertising available positions, processing applications, recruitment, separation, verifying employment, orientation, FMLA, PPL, etc.) for the purpose of maintaining an effective program and conforming to district policies, procedures, and relevant laws.
- Conducts new hire orientation (e.g., introducing personnel, briefing on payroll, expectations, policies, procedures, hours of work, maintaining schedules, etc.) for the purpose of ensuring employees are knowledgeable of current practices, dissemination, and administrative processes, and ensuring accurate completion of new hire paperwork.
- Maintains personnel record-keeping procedures (e.g., entering personnel actions for pay, transcripts, recruiting, hiring, scheduling, etc.) for the purpose of ensuring compliance with established guidelines and protocol.
- Maintains employee tracking reports, recommendations, and schedules for the purpose of ensuring that all databases and reporting are efficiently kept up to date for budget tracking purposes.
- Coordinates employment process (e.g., interpreting new hire information and transcripts, processing applications, inputting substitute data, analyzing transcripts and references, long-term state rate, permanent positions, etc.) for meeting district staffing requirements while complying with established guidelines.
- Develops a wide variety of written materials and reporting (e.g., forms, procedures, guidelines, new hire information, certification lists, daily and quarterly superintendent reports, data trends, special reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying accurate information.
- Participates in meetings, training, and site visits that involve a range of issues (e.g., personnel actions, regulatory requirements, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.

- Perform record keeping and clerical functions (e.g., scheduling, copying, faxing, data inputting, transmitting, telephoning, taking messages, responding to written and verbal inquiries, etc.) for the purpose of supporting the needs of the applicants, schools, and county HR department.
- Responds to a variety of written and verbal inquiries from a variety of internal and external sources (e.g., employees, applicants, teachers, administrators, or designees, etc.) for the purpose of resolving concerns, problem-solving, providing information, and/or reference to appropriate personnel.
- Schedules a variety of meetings and employee events (orientations, facilities use, etc.) for the purpose of meeting the needs of the department, district, and employees.
- Efficient use of time management (orientation deadlines, paperwork deadlines, payroll deadlines, appropriate response time for requests, etc.) for the purpose of ensuring that tasks are categorized and completed, ensuring effective workflow management.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EDUCATION:

High school Diploma or equivalent. HR Specialist certification is preferred.

QUALIFICATIONS:

Minimum experience: Job-related experience is preferred.

WORK CONDITIONS:

Normal working environment.

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.