



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Human Resources Specialist	Location:	HR
Reports To:	Director of Human Resources and Technology	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent and four years of Human Resources experience; or Associates degree and two years of Human Resources experiences; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To serve as a specialized class with functional knowledge in multiple Human Resources areas. To serve as skilled administrative support for the HR Department and provide pertinent information to staff.

Qualifications

- Ability to communicate effectively, orally and in writing
- Knowledge of effective office management practices and record management techniques
- Computer skills/programs including word-processing, spreadsheets, and database management tools
- Ability to problem-solve, analyze issues and create action plans and/or alternatives
- Must be flexible and able to change projects or priorities on a frequent basis
- Ability to work at a fast pace when necessary while maintaining a high level of professionalism in the resolution of employee issues
- Ability to meet deadlines and work independently and/or as a team member
- High degree of confidentiality and diplomacy
- Use of judgement that is in the best interest of the District, staff, and department
- Knowledge of salary schedule functions and implementation
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

- Ensures and interprets compliance with a wide variety of personnel policies and procedures; federal, state, and local laws; board policies; and administrative rules
- Participates in the design, implementation, monitoring, and maintenance of Human Resources processes, procedures, and systems
- Responsible for maintaining a broad understanding of board policies, administrative policies, and negotiated agreements; sharing this knowledge with others; and submitting items for Board approval
- Participates in work planning and goal setting
- Assists in the collection, preparation, and review of data for reports, proposals, research projects and other formal written communications; ensures that all reports and correspondence achieve high level of quality
- Maintains employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee's compensation
- Works in cooperation with others to assure required degrees, certifications, licenses, credentials and tests for certificated or licensed staff are obtained in compliance with state regulations and District policy
- Prepares necessary District, State and/or Federal statistical reports
- Drafts formal communications, newsletters, reports, letters, etc.
- Maintains a comprehensive system of personnel records, employee evaluations, personnel transactions, EEO information, and selected employee information including transfers, changes of status; and prepares reports as requested
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan



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- Participates in meetings, workshops, and seminars to keep current in Human Resources procedures and practices
- Maintains records regarding fingerprint clearance and background checks
- Assists with the advertising, recruitment and retention of employees
- Responsible for processing of applications, including employment, reclassification, transfer, termination, salary placement and reference checks
- Responsible for the preparation and processing of Personnel Reports, and Action or Information agenda items
- Responsible for preparation of Certified employee contracts, and Support notices of at-will employment
- Responsible for working collaboratively for the accurate exchange of information between departments
- Responsible to understand and function in all positions of the HR Department
- Responsible for communicating a positive district image to all members of community, staff, and applicants related to this position
- Responsible for performing other duties as assigned.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.