

Position Title: Human Resources Generalist and Recruiter

Reports To: Executive Director Human Resources and Equity

Job Goal: To manage and support the day to day operations of the Human Resources department. Coordinates implementation of services, policies, and programs and advises staff about Human Resources related issues by utilizing subject matter expertise and professional judgment in the performance of work involving recruitment, hiring, employee assistance, employee & labor relations, HRIS, and training.

Qualifications:

Knowledge and Skills:

Experience:

- Three to five years of experience working in an administrative capacity in a Human Resources Department, school district experience preferred;
- Experience interpreting and applying employment policies and collective bargaining contracts;
- Experience serving as a recruiter, ambassador, or representative of an organization;
- Demonstrated proficiency in working with computer applications such as spreadsheets, databases, Microsoft and Google applications, HR systems such as Frontline HRMS or equivalent, management of staff certifications and licensure requirements.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, policy and procedures manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively one on one and before a variety of audiences using verbal, written, and technological skills.

Reasoning and Problem Solving Skills:

- Ability to organize and develop time-sensitive programs that have legal and compliance implications;
- Ability to analyze data for program development and improvement;
- Highly effective problem solving skills;
- Ability to work collaboratively at all organizational levels.

Education, Training, and Licensure:

- Preferred: Bachelor's Degree in Business Management, Human Resources, Education or related field required or SHRM or AASPA certification;
- Required: Associates degree in relevant field.

Principle Duties:

Recruitment and Retention:

- Establish recruitment channels and organize recruitment and hiring events for all employee work groups;
- Assist in the recruitment of qualified staff for the district, performing analysis of needs and trends;
- Recommends and implements programs to maintaining a highly qualified and diverse employee workforce.

Selection and Hiring Process:

- Develop job descriptions and postings at the direction of the Executive Director of HR and Equity, in accordance with applicable collective bargaining agreements and district policies.
- Assists with candidate screening;
- Communicates procedural and status updates to candidates and new hires
- Conducts new employee orientation sessions;
- Assist with establishing initial salary placement and reclassification for teachers;
- Assists with developing sound and defensible selection processes.

Compliance:

- Maintains knowledge of legal requirements affecting human resource management;
- Assists with development and implementation of the Affirmative Action Plan including the gathering of information for the monitoring and compliance to the Affirmative Action Plan;
- Assists with completing EEOC and other mandated reports;
- Completes and files reports and surveys required or requested by state and federal law relating to human resources including, but not limited to EEO-5, Bureau of Labor Statistics, Department of Labor, Civil Service, BEDS, etc.

Project Management:

- Coordinates human resources initiatives with District -wide impact on hiring, retention, compliance, technology, and workplace satisfaction;
- Researches best practice and analyzes data to inform and implement improvements to HR functions;
- Assist in the development and implementation of technology solutions for the HR and Business Department;
- Assist in development and implementation of onboarding programs for new hires;
- Assists with the continued review and implementation of employee handbooks;
- Assist with the continued review of personnel management policies for Board consideration.

Data Management:

- Develop and maintain spreadsheets, databases and all HR systems related to employee hiring, retention, certification, licensure and all other aspects of the employment process, except for the administration of payroll;
- Coordinate and process entry into the HRMS and VISTA systems of new employees, removal of departing employees and transfer of existing employees, linking to the appropriate budget where necessary;
- Responsible for managing and updating employee data within the HRMS, VISTA, SafeSchools and other technology based applications including, but not limited to staff enrollment, master screen data, evaluations, completion of mandatory training, professional development, and course approvals;
- Maintains, analyzes, and generates reports regarding the data and statistical information of District recruitment efforts, applicants, and current personnel as requested by the Executive Director.

Employee Relations:

- Develops and maintains productive working relationships with collective bargaining and work groups;
- Provide expertise in interpreting negotiated contracts, policies, procedures, and handbooks;
- Serve as the primary contact with employees regarding certification and licensure issues, FMLA, FLSA, Title VII, ADA, policies, and workers compensation questions;
- Assists and provides expertise in resolving staff concerns and complaints, investigations, EAP services, stay and exit interviews, and the unemployment process;
- Participates in joint labor-management initiatives;
- Work with the Benefits Specialist regarding benefits for school employees.

Customer Service:

- Responds to applicant and employee inquiries;
- Collaborates with employees, applicants and the greater community, developing and promoting positive and healthy relations.

Training:

- Participates in administrative trainings and meetings, Business/HR department meetings, District committees, seminars, and conferences;
- Assist and train employees and administrators in navigation of the HR systems;
- Assist with the training of Administrators in HR best practices.

Additional Duties:

Perform any other related duties as assigned by the Executive Director of Human Resources and Equity or Superintendent.

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, see, and walk to carry out routine duties. Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings and weekends. Regular attendance on the job is expected.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of Employment: 260 Day Contract
Salaried/Exempt Employee

Approved Date: April 27, 2022

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources and Equity
401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246