

Summit Educational Service Center
Job Description



Position: Human Resources Specialist

FLSA Status: Non-Exempt

Reports to: Director, Human Resources

Summary/Objective: Supports Human Resources (HR) by assisting with general administration of benefits, recruitment, employee details, training and development, legal compliance, staff EMIS, special projects and other human resource issues.

Minimum Qualifications:

- Bachelor's degree in business administration, human resources or other related field.
- Two to five years of previous HR experience preferred.
- High level of proficiency with Microsoft Office products (Word, Outlook, Excel). Experience with Frontline (AppliTrack and Absence Management), PowerSchool Records, Public School Works and other PowerSchool software programs preferred.
- Strong verbal and written communication skills, as well as math skills required.
- Understanding of employment laws and labor regulations.
- High level of integrity for handling confidential information, strong organizational skills, attention to detail, and ability to multitask.
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.
- Other qualifications the Board/Superintendent may find permissible for this position.

Essential Duties and Responsibilities:

- Process, verify, and maintain all personnel related documentation required by law and ESC policies.
- Maintain and track accurate employee data in various systems. Work closely with payroll to ensure accurate information.
- Oversee new employee orientations. Responsible for onboarding all new staff.
- Coordinate onboarding of substitutes in collaboration with Renhill Group.
- Assist with background checks through BCII and FBI.
- Create contracts on behalf of the ESC (LEA contracts, employment contracts)
- Administer ESC health plans and all insurance programs. Explain ESC personnel policies, benefits, and procedures to employees or job applicants. Acts as a liaison between ESC and insurance providers. Coordinates enrollments and terminations from all plans.
- Assist with the recruiting and interviewing process.
- Create and manage postings all job vacancies, including Superintendent/Treasurer Searches.
- Prepare personnel section for monthly Board of Governors meeting.
- Provide timely assistance to team members regarding benefit and human resource questions and issues.
- Maintain HR and special event pages on website.
- Responsible for staff EMIS reporting. Submits reports at required times during school year.
- Provide assistance with executing Workers' Compensation programs and Family Medical Leave Act (FMLA).
- Assist with various ESC events as requested (i.e. Job Fairs, Leadership Symposium, Education Celebration).
- Perform other duties and responsibilities as assigned.

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Other:

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Serves as a role model to employees.
- Carries self with a high level of professionalism.
- Is a team player.
- Complies with all board policies and administrative guidelines/procedures.
- Maintains a professional appearance according to board policy.
- Maintains regular, reliable and predictable attendance as this is a function of this position.
- Has a current and passing BCI/FBI background check on file with HR during entire employment.
- Performs all aspects of the job and other duties as directed or assigned by the Director or Superintendent.

Work Environment/Physical Demands (may include but not limited to):

- Will encounter students, parents, coworkers, colleagues, and general public. May encounter rude/angry individuals.
- Exposure to airborne pathogens, blood borne pathogens and/or communicable diseases.
- Frequent standing/sitting, balancing, bending, climbing, crouching, kneeling, or reaching. Some positions may require lifted of up to 25 pounds.
- May be required to operating equipment and/or riding in a vehicle.
- May be required to perform repetitive movements.
- May be required to travel to meetings and work assignments.
- Work assignments may be outside of normal working hours and on weekends.

Notices:

- Summit Educational Service Center is an equal opportunity employer.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.