

**CLASSIFICATION DESCRIPTION**  
**HR SPECIALIST**

<b><u>Title of Immediate Supervisor:</u></b> Human Resources Manager and/or Executive Director of Human Resources and Operations	<b><u>Department:</u></b> Human Resources	<b><u>FLSA Status:</u></b> Exempt
<b><u>Accountable For (Job Titles):</u></b> N/A		<b><u>Pay Grade Assignment:</u></b> Executive Employees Association

<b>General Summary or Purpose Of Job:</b>
Under the general supervision of the Manager and/or Executive Director, the Human Resource specialist provides knowledgeable and professional support for essential Human Resource functions of the District to administrators, staff and community. The Specialist performs experienced, professional support duties in an efficient and timely manner so that the overall district's educational objectives may be achieved. The Specialist will organize and carry out tasks relative to all essential functions of the Human Resources Department and provide active, direct support to the Director and other administrators, in order to assure smooth and efficient operation of the school district and the Human Resources Department in compliance with all state and federal requirements. This position is considered a confidential employee by Minnesota statute.

<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
Manage and effectively administer all of the recruitment, hiring, and monitoring of staffing related to requisitions, postings, advertising, applications, screenings, interviews, testing, paperwork, record keeping, job fairs, job bid processes, and bumping processes.
Conduct recruitment activities and practices, ensuring that the District creates and maintains a diverse and multicultural workforce on a timely basis. Ensures that all State, Federal and contractual guidelines are adhered to regarding employment. Works with District administrators regarding workforce planning and meeting staffing needs.
Process and submit paperwork for all background checks and inquiries.
Provide various administrative functions; process employee information; perform experienced records management duties, perform employee record creation and updates for all employees, oversee records maintenance and database management.
Understand system management and administration of basic District applications and software packages, stay abreast of enhancements and make recommendations for improvement of the District's use.
Serve as the key resource for staffing and provide expertise and support for administrators and staff on the use of applicant tracking, job requisition and placement systems, substitute management system, HR information system and personnel records.
Communicate with all levels of employees, visitors, and general public via a variety of means: in-person, telephone, email, internet, Google shared documents, fax and presentations.
Cross train in a wide variety of essential HR functions to assist in projects, train others and act as back-

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up for essential functions (ie. Posting, recruitment, applications, interviewing, onboarding, volunteer application processing and onboarding etc.)

Assist with and maintain the current job descriptions and review process.

Assist with the processing of general complaints, reclassification and investigation paperwork.

Respond to inquiries from payroll and units regarding timesheet entries by staff.

Coordinate training provided by the Human Resource department as directed.

Assist with job assignments, reassignments, transfers, suspensions and terminations for support staff personnel.

Ensure data integrity and enter, retrieve, and verify imports and exports of data, edit and track personnel and HR related data.

Create spreadsheets with formulas, calculations and templates for projects as assigned.

Maintain personnel files and records, and accurate HRIS data base to reflect current personnel data for all district employees in accordance with the data practices and record retention requirements.

Create surveys and collect survey data for district information; as well as complete surveys on district data as requested.

Pull, verify and distribute annual district seniority lists in a timely manner and according to contracts.

Prepare ad hoc reports as needed and requested by the Director and other Administrators; including quarterly staff rosters for each building and/or department.

Provide professional customer service to internal and external stakeholders. This includes verbal, written, electronic and online (website) customer service.

Compile HR information for administrative and School Board meetings, and compose correspondence for forms, website and business letters for approval by the Director.

Process and maintain certified employee lane change and course pre-approval processes.

Assist in data collection and communications related to the negotiations process, and prepare negotiated CBAs for signature and printing and distribution.

Access highly confidential documents relating to the bargaining process and maintain strict confidentiality of document content and meeting discussions.

Serve in a backup role for all staffing, employment verifications, office reception, and other duties as assigned.

At times, may oversee the work of others at the direction of a supervising Administrator.

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**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED certificate and six years high-level clerical administrative support experience performing a administrative tasks in human resources, payroll, or similar work environment; or an equivalent combination of education, training, and/or experience necessary to successfully perform the essential functions of the position.

**Preferred Qualifications:**

- Experience in a human resources department
- Personnel/payroll experience
- Public speaking experience
- Experience working with collective bargaining agreements

**Knowledge Requirements:** Requires knowledge of:

- Knowledge of computer-based human resource management information systems.
- Knowledge of the theory and principles of human resources and/or payroll administration.
- Basic level of accounting skills, including experience working with budgets.
- Knowledge and high-level proficiency with Microsoft Word, Excel, database management and Google.

**Skill Requirements:** Skilled in:

- Skilled in utilizing database system applications in a human resource or a closely-related environment.
- Demonstrated ability to troubleshoot situations with limited direction.
- Excellent written and verbal communication skills, including the ability to make group presentations, as well as excellent interpersonal skills.
- Excellent organizational skills
- Demonstrated ability to meet essential deadlines in a work environment where there are frequent interruptions, as well as the ability to be flexible.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to maintain a positive attitude and be able to handle difficult people, circumstances and situations.

**Physical Requirements:**

Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)				√

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Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

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**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally work is performed near moving mechanical parts, such as large copy machines. The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Light Work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**