



Human Resources Associate - Classified

Purpose Statement

The job of Human Resources Associate - Classified is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to employees regarding policies, regulations, onboarding, and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring personnel functions conform to all applicable regulatory requirements.

This job reports to Director, Human Resources

Essential Functions

- Assists with employment processes (e.g. background checks, testing, credentials, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Communicates with candidates, other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts new employee orientation (e.g. introducing personnel payroll, assisting with forms, handling new hire paperwork, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Ensures appropriate pre-employment check and drug screens are completed for the purpose of maintaining compliance with all district, state, and federal policy and regulations.
- Informs employees and applicants regarding a variety of procedures and program requirements (e.g. leaves, changes in pay status, electronic timekeeping system, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Maintains personnel record-keeping procedures (e.g. hiring, placing and promoting, etc.) for the purpose of ensuring compliance with established guidelines.
- Maintains manual and electronic documents, files and records (e.g. vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes (e.g. application, eligibility, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of gathering information required to perform job functions.
- Prepares a variety of reports and related documents (e.g. wage letters, verification requests of employment, folders, paperwork, background checks, personnel board agenda, etc.) for the purpose of providing documentation and information to others.

- Presents information on a variety of topics (e.g. employment qualifications, certification, salary, experience, degree, seniority dates, etc.) for the purpose of conveying information and/or making recommendations.
- processes a variety of candidate and employee information (e.g. applications, candidate data, payroll, etc.) for the purpose of ensuring that information is accurate and available when needed.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to written and verbal inquiries from a variety of internal and external sources 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.
- Serves as a liaison to employees (e.g. information regarding payroll, benefits, and substitutes, etc.) for the purpose of conveying and/or gathering information required for district operations.
- Supports Human Resources departmental staff for the purpose of assisting in the performance of their administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; and codes, regulations & laws related to the job functions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired in Human Resources.

Education: High school diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date

Empowering students to be lifelong learners prepared for the future.