



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Lead Human Resources Specialist

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Reports to:	HR Administrator/HR Coordinator
School/Department:	Human Resources
Pay Grade:	Office Professional/CS7
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	July 2026

Primary Purpose:

Provides office professional support to employment procedures and tasks associated with onboarding of newly hired employees and the receiving, processing, and maintains files and records for applicants and employees of the district. Acts as lead support in the delivery of HR employment services under the direction of the supervisor and applies learned and retained functional and technical expertise to moderately complex matters. Monitors access to human resource (HR) records and maintains proper security and confidentiality. Provides clerical services to the department heads and other staff members as needed.

Qualifications:

Education/Certification:

- High school diploma or GED
- College hours related to human resources/business coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- Knowledge of Federal, State, and local laws pertaining to employment
- Knowledge of standard office procedures and practices to include event and activity planning
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel and relatable Google software packages
- Skill in the use of an online application system (AppliTrack preferred), absence/substitute system (AESOP preferred), HR system (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in analytical, problem solving and project planning on a large scale.
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions in a fast paced and structured deadline environment
- Skill in English grammar, spelling and punctuation (written and verbal)
- Skill in using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Ability to work independently, prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to comprehend complex and technical information and explain clearly to a wide variety of stakeholders
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, co-workers, and the general public.



Experience:

- Five years of verifiable secretarial/clerical experience in a professional office setting with primary exposure in any combination of pre-employment/employment or related human resources area for a school district, university/college, or government entity is preferred
- Direct work experience using a Human Resource Information System (HRIS)

Major Responsibilities and Duties:

Employment, Onboarding and File Maintenance

1. Perform in-depth activities under minimal supervision associated with intake, orientations, and training sessions.
2. Provide analytical support in reviewing, developing, and implementing continuous process improvements where applicable.
3. Assist with the planning and preparation for annual job fairs.
4. Work with applicants with job postings and maintain online application system.
5. Assist with online application, substitute system, and HR system as needed.
6. Maintain files for all employees and applicants.
7. Verify completeness of files and notify employees of missing records.
8. Assist in preparation of applicant matrix for job postings.
9. Process requests for official district records, including maintaining log of requests for records, retrieving documents, copying, and mailing records.
10. Enter and update employee information in central database.
11. Respond to requests for verification of employment.
12. Manage the records storage and destruction process for the HR records following established records retention schedule and requirements.
13. Assist with the purging of records and coordinate scanning of inactive HR records.
14. Prepare, validate, and submit transaction changes related to employment situations. This would include hires, transfers/assignment changes, terminations, resignations or retirements and other data changes.
15. Handle escalated issues passed on from coworkers or subordinates.

Reports and Correspondence

1. Compile, analyze and interpret data and figures utilizing spreadsheet and/or other technology applications.
2. Maintain databases for new hires, terminations, transfers.
3. Prepare correspondence, forms, records, and reports as requested.
4. Compile pertinent data as needed when preparing various federal, state, and local reports.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and the general public.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and the general public.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by a Director of HR and Associate Superintendent of HR.
2. Demonstrates effective interpersonal skills through communications with staff, employees, administrators, community members, and general public.
3. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies.



4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Maintain an organized work environment.
6. Maintain professional appearance adhering to the department's established standards.
7. May provide office professional support and serve in other Human Resources areas.
8. Perform other duties as assigned.

Supervisory Responsibilities

Provide work guidance in coordination and agreement with the HR Administrator/HR Coordinator to support other office professional staff engaged in HR pre-employment/employment activities.

Equipment Used

District telephone equipment, personal computer, printer, copier, scanner, fax machine, shredder

Working Conditions

Work is performed in a climate-controlled office environment not readily accessible to the general public. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial and fast-paced atmosphere.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions during peak hiring periods
- Workload is deadline driven and must be able to meet ongoing deadlines
- Occasional prolonged and irregular work hours with occasional overtime – flexibility with schedule preferred
- Extended hours or non-business hours may be required to lessen impact with district operations
- Prolonged use of equipment and computer with repetitive hand motions
- Office atmosphere may be noisy and hectic. Offices are “open” with multiple employees working in large open rooms containing two or more desks and equipment. May work in an enclosed area.
- Requires performing tasks sitting, standing, kneeling, squatting, stooping, bending, pushing, pulling, twisting, and lifting
- Work location assigned requires physical presence in office
- Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____