



**MANKATO AREA PUBLIC SCHOOLS**  
**Independent School District No. 77**

Job Description – No. 304.103

<b>Job Class:</b>	<b>B22</b>
<b>Class Title:</b>	Secretary
<b>Effective:</b>	September 2025

**Job Title:** HR Generalist  
**Department:** Human Resources  
**Supervisor:** Director of Administrative Services

**Job Summary**

The HR Generalist supports the Human Resources Department in providing high-quality service to employees and administrators throughout the district. This position manages employee absence and substitute placement systems, assists with onboarding and orientation, processes employee data, and provides general HR support across functional areas including benefits, payroll coordination, compliance, and employee relations. The HR Generalist ensures HR processes are carried out accurately, confidentially, and in accordance with district policies, collective bargaining agreements, and applicable laws.

<b>TASK NUMBER</b>	<b>PERCENT OF TIME</b>	<b>BAND</b>	<b>TASK DESCRIPTION</b>
1	35%	B2	<u>Absence &amp; Substitute Management:</u> Manage the district's absence management system, ensuring that absences are recorded accurately and substitutes are assigned promptly. Maintain substitute lists, including licensure verification, and provide updated information to school administrators and secretaries. Monitor unfilled absences and proactively contact substitutes when needed. Conduct annual training for substitutes and new teachers on absence management systems.
2	25%	B2	<u>Employee Onboarding &amp; Records:</u> Assist with new employee onboarding, including orientation sessions, completion of required paperwork, and HRIS data entry. Ensure substitute and employee licensure, credentials, and documentation are up to date. Maintain employee files and records in compliance with retention requirements.

3	15%	A1	<u>HR Systems &amp; Data Administration:</u> Process employee changes (e.g., assignments, schedules, locations) in HR systems. Generate HR reports and provide data to Payroll and Benefits for monthly processing. Support HRIS and absence management system accuracy and integrity.
4	15%	A1	<u>General HR Support:</u> Provide clerical and administrative support for the HR office as needed. Serve as backup for HR secretarial functions. Support HR initiatives related to employee engagement, compliance, and policy implementation.
5	10%	A1	<u>Compliance &amp; Reporting:</u> Assist with preparation of compliance reports and audits (e.g., licensure, leave tracking, state/federal reporting). Ensure confidentiality of employee information in accordance with district policies and applicable laws. Perform other HR-related duties as assigned.

## **Qualifications**

### **Minimum Requirements**

- High school diploma or its equivalent
- Strong computer skills and proficiency with Google or Microsoft Office Suite and HRIS systems.
- Excellent interpersonal, communication, and organizational skills.
- Ability to maintain confidentiality and handle sensitive information.

### **Organizational Relationships**

- The HR Generalist reports directly to the Director of Administrative Services.
- Salary and benefits eligibility defined in the Mankato Educational Secretaries Association's Master Agreement.

### **Working Conditions**

- Standard office environment
- 8-hours per day
- 12 month position - 261 days per year

### **Safety Responsibilities**

All employees of District 77 will promote and represent site safety by performing their job in a manner that reflects any and all relevant District safety guidelines or policies.

## **Equal Employment Opportunity Statement**

Mankato Area Public Schools is an Equal Opportunity Employer. We prohibit discrimination and harassment of any kind based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic information, marital status, veteran status, or any other protected characteristic as outlined by federal, state, or local laws.