



LOWER DAUPHIN SCHOOL DISTRICT

Title: Human Resources Generalist

Reports To: Director of Human Resources

Contract: 260 Day

- **Job Description**

- a. **Overview**

- Responsible to assist the Director of Human Resources by performing a variety of complex clerical, administrative duties, often confidential in nature. Support progressive management of Human Resources function ensuring the operational effectiveness of the District.

- b. **Essential Functions**

- Perform all tasks associated with onboarding new employees to include conducting new hire orientations, handling all aspects of the onboarding process and finalizing new hire information to be distributed to other District departments.
 - Maintain records of tenure and certification for all professional personnel. Maintain District's professional employee evaluations, temporary professional employee evaluations and prepares summary reports as requested. Tracks temporary professional employee ratings to ensure ratings are consistent with achieving tenure and that tenure is timely documented in all appropriate systems.
 - Maintain, process, and support substitute employee database systems, substitute paperwork, documentation tracking, and lists. Assists with processing applications for substitutes. Facilitates the processing, initial issuance and renewal of emergency substitute teacher permits.
 - Assist with the organization applicant tracking and District interviewing process.
 - Utilize and maintain human resource databases and computer software systems to implement effective process within the department to include data integrity, completions of federal, state and local reports as required.
 - Review all employment paperwork to ensure compliance with state and federal regulations.
 - Collaborate with other District departments to administer district advanced tuition program.

- Create and maintain database of supplemental contracts issued, submit monthly listing of personnel for Board approval, and provide Payroll Department with approved contracts and pay dates.
 - Complete various purchase orders for contracted service providers.
 - Provide support in the maintenance of clearances for all employees and volunteers.
 - Abide by federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations and applicable collective bargaining agreements with District employees. Maintain confidentiality with all District and school board information, including District and school population information.
 - Provide coverage at the District Administration center for other staff as needed.
 - Assist Director of Human Resources with other responsibilities as assigned.
- **Job Requirements**
 - a. **Basic Qualifications**
 - Associates degree in Business, Human Resources or a related field.
 - Bachelor’s degree in business, Human Resources or a related field preferred.
 - Must have 1-2 years of experience in the field of Human Resources
 - Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances.
 - b. **Additional Qualifications**
 - Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
 - Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
 - Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
 - Ability to establish and maintain productive working relationships with staff, business associates, and general community. Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
 - Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

c. Physical Demands

- Ability to stand, sit, and walk for extended periods of time.
- Ability to type and use both hands for grasping and repetitive motions.
- Some bending and twisting of the body required.
- Ability to lift/carry no more than 15 lbs. independently.
- Visual and audio acuity including ability to read computer screens and written documents.
- Ability to use the telephone and speak clearly and distinctly.

d. Work Environment

- Typical office setting subject to inside and outside environmental conditions.
- Working hours are typically Monday – Friday 8:00am -4:30pm. Hours may be adjusted based on department need.

Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.

Lower Dauphin School District is an Equal Opportunity Employer.