



**(1.0) Human Resource Secretary
(Level I)**

LOCATION: Human Resources – Central Office
REPORTS TO: Deputy Superintendent & Director of Human Resources
DATE AVAILABLE: ASAP
POSTING DATES: February 11, 2026 – February 19, 2026

JOB DESCRIPTION:

The secretary is an integral part of the Human Resources Department. This person works autonomously and assists in more complex and confidential HR duties such as background checks, credential verification, instructional staffing, posting jobs, coordinating interviews, REP reporting, and maintaining employee data bases. The secretary position requires excellent organizational skills and the ability to handle sensitive information confidentially.

DISTRICT OVERVIEW:

Livonia Public Schools employs approximately 1,900 staff members, serving approximately 13,100 students pre-K – post secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the school district. The annual budget for Livonia Public Schools is \$185 million, with a state funding of \$10,000 per pupil.

BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of children. Beyond the satisfaction of knowing you're helping thousands of students grow and learn, you will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
 - The district's contribution is the maximum allowed by Michigan law.
 - Family coverage eligibility for employees working 30 hours or more per week.
 - Single coverage eligibility for employees working 20 hours but less than 30 hours per week.
 - Optional "cash in lieu" of medical insurance for those who qualify.

- Dental, vision, and life insurance:
 - The district pays 100% of the premium for all employees.
- Long-term disability coverage:
 - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members.
 - Completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Paid holidays; earned vacation, sick, and bereavement days.
- Longevity pay.
- Paid “act of God” days, such as snow days.

Additionally, the children of employees living outside the district’s attendance boundaries are eligible to attend Livonia Public Schools via schools of choice.

MINIMUM QUALIFICATIONS

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1. Applicants must have at least a high school diploma or GED, associate degree or bachelor’s degree preferred
2. It is preferred that applicants have at least five years of experience as an administrative assistant or secretary
3. A passionate commitment to working with employees
4. Demonstrated positive interpersonal relationships
5. Evidence of ability to establish positive working relationships with all stakeholders
6. Superior verbal and written communication skills
7. Possess a high level of professionalism and confidentiality
8. Exemplary organizational skills

MAJOR FUNCTIONS AND RESPONSIBILITIES

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1. Assists the directors in general administrative operations within the HR department
2. Maintains employee personnel files
3. Performs internal and external office communication: email, voicemail and miscellaneous written correspondence
4. Organizes and maintains the HR filing system; ensures accuracy and completeness of confidential personnel files and employee records; and files and retrieves documents
5. Work autonomously and assist with complete and confidential HR duties.
6. Prepares the state mandated REP report by gathering and merging employee data twice per year to fulfill state requirements
7. Coordinates background checks and new employee physicals including payments of invoices.

8. Updates and maintains various department/district database tools (postings, applications, certifications, employee evaluations, etc.) and monthly reporting.
9. Facilitates new employee activation process
10. Manage, organize, and initiate placement of student teachers
11. Maintains HR records for new hires, transfers and changes in position
12. Perform other functions as assigned.

CONDITIONS OF EMPLOYMENT:

This position is a Level I - twelve months, eight hours per day.

Specific details involved in the position will be discussed with the administrator during the interview and at the time of hiring for the position.

Salary and benefits will be in accordance with the terms and conditions of the Agreement between the Livonia Public Schools School District and the Livonia Secretarial Association, Michigan Education Association.

APPLICATION PROCESS:

All applicants, including current LPS employees, must complete and submit an application through Applitrack which can be accessed through the Livonia Public Schools webpage. All applicants must also upload a cover letter, professional resume, copies of educational documents (transcripts/certificates), and three current letters of recommendation to their online application.

Application Deadline: February 19, 2026 at 4:00 p.m.

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, and marital status-Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.