



TITLE:	HR Specialist	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Executive Director of Human Resources	TERMS:	223 Days
DEPARTMENT:	Human Resources	PAY GRADE:	PT7

PRIMARY PURPOSE:

Assist with the management of the district employment functions to ensure quality staffing, effective personnel placement and practices.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to interpret and disseminate information to individuals and groups

Effective communication and interpersonal skills

Advanced knowledge and proficiency with Microsoft Office, keyboarding, and file maintenance

Knowledge of basic accounting principles (preferred)

High level of proficiency using databases

Experience:

Three (3) years of clerical experience in Human Resources or closely related field

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional prolonged and irregular hours; frequent district wide travel and occasional out of district travel. Frequent standing, stooping, bending, pulling, and pushing, occasional lifting up to 35 lbs. Repetitive hand motions, prolonged use of computer.

Essential Functions:

1. Facilitate, initiate and monitor all onboarding activities.
2. Document changes in staffing and manage the maintenance of position records; resolve application discrepancies and staffing issues.
3. Assist with staffing audits and reports for staffing needs and projections.
4. Verify all I-9 forms are complete and accurate; monitor I-9 documentation expiration dates and facilitate the I-9 renewal process.
5. Prepare, maintain, and distribute employee service records in accordance with state law and Commissioner's Rules on Creditable Years of Service §153.1021 and §153.1022.
6. Coordinate exit interview and exiting employees requests for records.
7. Process employee information changes (e.g., name, address changes).
8. Prepare correspondence, forms and reports according to district standards and requirements.
9. Perform criminal history review through DPS database (Clearinghouse) for recommended auxiliary candidates.
10. Process incoming personnel actions according to district policy and hiring criteria.
11. Process unemployment insurance claims according to established guidelines; interpret and provide guidance on unemployment insurance regulations and procedures.



12. Assist Substitute Specialist with screening and processing of applications.
 13. Process daily absence reports; track absence data and provide department heads with trend reports.
 14. Ensure accuracy of all new and existing employee leave buckets.
-

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date