



<b>Immediate Supervisor</b>	COO, Executive Director of Human Resources & Operations	<b>FTE</b>	1.0	<b>FLSA Status</b>	Exempt
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#### **Position Summary**

The Human Resource Specialist supports PACT Charter School by managing the recruitment, interviewing, hiring, onboarding, and offboarding of staff and substitutes; administering employee benefits; coordinating compliance training and reporting; and promoting a positive, respectful, and supportive workplace culture.

#### **Basic Duties and Responsibilities**

- Work collaboratively with leadership to foster a positive and inclusive work environment
- Stay current with federal, state, and employment laws; follow PACT policies and procedures related to personnel decisions and employee relations
- Serve as a neutral, confidential representative in personnel discipline or employee relations matters
- Maintain organized, accurate personnel files in compliance with the Minnesota Historical Society Records and Retention Schedule
- Ensure confidentiality and data privacy at all times; seek guidance from admin regarding sensitive information
- Represent the school in HR-related meetings and training in the Executive Director's absence.
- Demonstrate continued professional growth through participation in workshops, continuing education, and professional associations
- Support the Executive Director of Human Resources and Operations as a Human Rights Officer in matters related to harassment, discrimination, and violence

#### **Essential Leadership and Human Resource Responsibilities**

- Collaborate with department leaders to develop, review, and maintain job descriptions, evaluation tools, interview materials, and reference procedures
- Communicate staff changes and updates to relevant stakeholders
- Coordinate and ensure compliance with annual staff trainings, including OSHA and mandatory reporting
- Serve as the School Relicensure Representative, overseeing teacher relicensure documentation and training in accordance with Minnesota Department of Education (MDE) requirements
- Assist leadership in preparing required reports to MDE, state, and federal agencies
- Complete and maintain First Report of Injury documentation for all employee incidents, communicating with leadership and insurance representatives as needed
- Promote positive employee relations and effective conflict resolution practices
- Assist with updating and distributing the Employee Handbook annually
- Coordinate and distribute licensed and non-licensed employment contracts and offer letters each spring in collaboration with the Executive Director of Human Resources & Operations

#### **Essential Recruiting, Selection, and Termination Responsibilities**

- Develop and post job announcements for open positions and manage employment applications
- Coordinate and support interview processes, including team selection, candidate communication, and scheduling
- Maintain all applicant records and assists with job offers as directed
- Lead onboarding of new employees, including background checks, orientation, benefits enrollment, and access setup
- Manage offboarding processes for departing staff, ensuring return of property and completion of exit procedures

### Essential Benefits and Compliance Responsibilities

- Communicate employee benefits and assist staff with enrollment, changes, and inquiries
- Partner with outside vendors to manage competitive insurance programs (medical, dental, disability & other benefits)
- Provide guidance and support for employee leave programs, including FMLA, and ensures compliance with applicable regulations
- Assist employees with retirement planning and benefit questions
- Ensure Affordable Care Act (ACA) compliance by preparing and submitting required documentation and reports
- Provide training to staff on HR systems for absences, benefits, and employment information

*\*Additional Duties as assigned*

### Supervisory Responsibilities

This position may supervise volunteers, interns, or students.

### Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"><li>• Bachelor's Degree in Business Management or Human Resources Management</li><li>• A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.</li></ul>	<ul style="list-style-type: none"><li>• Strong verbal and written communication, critical thinking and problem solving skills</li><li>• Strong organizational, customer service, scheduling, public relations, and interpersonal skills</li><li>• Ability to work with all levels of personnel</li><li>• Excellent planning and logistic skills</li><li>• Ability to conduct training and informational sessions for internal and public audiences</li><li>• Ability to read, write, and interpret documents such as budgets, handbooks, contracts, statutes, and policies</li><li>• Ability to manage conflicts and resolutions and maintain confidentiality</li><li>• Ability to manage stressful situations in a discreet and respectful manner</li><li>• Ability to define problems, collect data, establish facts and draw valid conclusions efficiently</li><li>• Must be knowledgeable of current school software, and a variety of electronic tools. (Financial management system, absence management system, student information system, MDE system, employment management system, and various job posting management systems)</li><li>• Ability to interpret and apply PACT policies and procedures and state laws, rules and regulations, and to apply them with good judgment in a variety of situations</li><li>• Knowledge of FERPA laws and ability to maintain confidentiality with student and staff information</li></ul>

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.