



Job Description

Position Title:	Human Capital Specialist
Job Title:	Human Capital Specialist, I
Function:	Human Capital
Family:	Human Capital

Reports to:	Director, Strategic Staffing	Pay Grade:	N13
Terms of Employment:	<ul style="list-style-type: none">230 days per year.At-Will employment agreement.Salary is in the pay grade N13 on the Non-Exempt SAISD Compensation Plan.Entry hourly is at \$22.13 with consideration for directly related experience.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded.		

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Responsible for the comprehensive administrative support of day-to-day human capital management operations. Under supervision of the HR Director, performs work of moderate difficulty in human resources, benefits, or staffing administration. Liaises closely with human resources department, finance and accounting department and other departments throughout the organization providing a customer focused and effective HR support service to the organization to achieve the organization goals and objectives.

Essential Functions / Key Responsibilities

1. Performs routine and specialized technical duties in an assigned functional area of human resources services, e.g., benefits, records, compensation, employment, staffing or training.
2. Responds to routine or non-routine requests for information.
3. Provides general administrative support such as preparing correspondence, forms, and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines.
4. Provides exceptional level customer service to internal/external customers.
5. Ensures strict confidentiality of all employment matters.
6. Administers human resources procedures that covers one or more functional areas.
7. Collects, validates, processes, and maintains the various forms/records associated with the major business process of the HR functional area.
8. Reviews, validates, and enters data into a central HR Information System and the various peripheral systems that support the major business function of an HR functional area.
9. Provides functional HR support to management and non-management employees regarding HR procedures, and the interpretation of such.
10. Collects, analyzes, and reports human resources data as requested.



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11. Collects and analyzes metrics related to the major business processes of an HR functional area for use in developing continuous improvement processes.
12. Collaborates with all site leadership and personnel to ensure employee engagement efforts are maintained.
13. Manages sensitive and confidential matters by maintaining and protecting the security of information, data, and files.
14. Maintains employee files and ensure that the files are up to date according to the Employee Credential List.
15. Assists or prepares correspondence as requested.
16. Contributes to team effort by assisting with projects as needed.
17. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High School diploma or GED recognized by the Texas Education Agency or a regional accrediting agency.
- 3+ years of progressive administrative or Human Resources Operations experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills & Abilities

- Communicates information to individuals or groups; clearly and concisely conveys information orally or in writing. Creates accurate and punctual reports, delivers presentations, shares information and ideas with others. Listen and respond to others.
- Demonstrates concern for meeting internal and external customers' needs in a manner that provides satisfaction for the customer within the resources that can be made available.
- Upholds personal and professional ethics and values, considering the values of the organization and respecting the culture, beliefs, and abilities of individuals.
- Works effectively with and through others including those whom there is no formal authority over. Job Knowledge: Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.



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San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

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[Translation.](#)

Employee Printed Name:

Date:

Employee Signature: