



Tolleson Union High School District #214
Human Resources Specialist

Purpose

The role of Human Resources (HR) Specialist is to provide support to the delivery of human resource services, with specific responsibility for providing information to all employees and administrative staff regarding policies and regulations; addressing a variety of issues, and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Current and valid Arizona Driver's License.
4. Strong oral and written communication skills.
5. Ability to work cooperatively with faculty and staff.
6. Ability to operate standard office equipment.
7. Must possess computer skills including Word, Excel, and Power Point.
8. Ability to maintain confidential materials and information.
9. Knowledge of and adheres to all policies, regulations, and rules.
10. Ability to understand multi-step written and oral instructions.

Preferred:

1. Bilingual in English and Spanish.
2. Associate degree and two years Human Resources experience or any combination of education and experience sufficient to successfully perform the essential duties of the job.

Essential Functions

1. Processes all employee recommendations including transfer requests to ensure all files are complete.
2. Verifies minimum job qualifications and salary placement according to District guidelines for applicants recommended for hire or transfer of position.
3. Prepares and updates new hire forms; conducts initial paperwork processing meetings with new employees to include preparing employment agreements and/or addenda for all staff.
4. Enter and maintain all employee records in the District adopted HR platform and automated web-based systems.
5. Monitors all applications using District adopted platform.
6. Monitors all employees for valid DPS clearance cards if required.

7. Prepares fingerprint invoices for any staff fingerprint card submissions to DPS.
8. Creates and maintains all job postings including advertisements, electronic postings through various venues, district website and distributing postings to the school sites.
9. Ensures all classified new hires complete and have notarized an ARS 15-512 compliance form.
10. Processes employees who have separated employment.
11. Prepares and updates employment agreement renewals annually for all staff.
12. Processes personal action requests (PARs) to ensure completeness including calculations for all amounts prorated.
13. Coordinates professional growth logistics and processes requests made by staff.
14. Prepares the personnel items memorandum routinely for Governing Board approval to include copies of resignation letters for the board packet.
15. Prepares and maintains a variety of records, statistics, and reports, including but not limited to professional growth, fingerprint clearance card status, ethnicity, and other information as required to provide documentation for district and legal requirements.
16. Creates and maintains current and accurate personnel files for all District employees.
17. Ensures copies of all documents required by Federal or State law or board policy are maintained in employee personnel files.
18. Maintains current and accurate I-9 documentation in files separate from employee personnel files.
19. With direction from the Director of Human Resources or Human Resources Manager, maintains and updates processes and procedures for all staff to include revising the employee handbook, and making recommendations for change and the distribution of materials.
20. Checks and follows up on current licenses and/or certificates as required for all employees and maintains a list of licensures and/or certificates for renewal and communicates reminders.
21. Assists with research of various topics such as current practices, salary benchmarks or other items as assigned to provide information as needed.
22. Responds to a variety of inquiries for the purpose of providing information including but not limited to verifications of employment for all staff, professional growth requests and other inquiries.
23. Collect and maintain employee evaluations annually including sending reminders to supervisors.
24. With direction from the Director of Human Resources create and maintain job descriptions for all staff.
25. Serves as relief receptionist as needed.
26. Verifies accurate employee enrollment with the Arizona State Retirement System and maintains membership.
27. Supports the Human Resource Directors, Manager, and department staff (e.g., cross-training and collaborating to modify/improve automated and non-automated processes and procedures, etc.) for the purpose of implementing and maintaining services and programs in an efficient manner.
28. Participates in technology training or other training workshops, meetings, and seminars to ensure continuing professional development and legal compliance.

29. Attends recruitment functions at universities, colleges, local job fairs as requested.
30. Collaborates to modify/improve automated and non-automated processes and procedures as required.
31. Cross-trains with other members of the Human Resources Department.
32. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions such as FMLA, COBRA, FLSA, EEOC, etc.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Responsible to:	Director of Human Resources or Human Resources Manager
Terms of Employment:	Twelve-months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-Exempt
Salary Range:	Support Staff Initial Placement Salary Schedule, Grade 24
Board Approval:	5/28/2024 (Revised)