POSITION GROUP: Non Union

POSITION TITLE: Generalist (Compliance)

DEPARTMENT: Human Resources

REPORTS TO: Coordinator of Recruitment and Staffing

SUPERVISES: N/A

POSITION GOAL(S):
Build and maintain working partnerships with School District constituents to ensure alignment with Board of Education and Office of Human Resources (HR) business objectives, in both policies and practice. Provide the highest level of service to the various constituents that HR serves: employees, supervisors/managers, directors, and cabinet members. Provide wide-ranging customer service to schools, department, candidates and union partners. These services will include, but are not limited to, maintaining compliance with state and federal mandates, employee relations, anticipating, and communicating staffing and/or training needs to proactively develop solutions on human resource-related issues. Act as an employee champion and change agent to deliver value-added service and support management and employees to success. Develop and recruit a high quality workforce that honors and reflects the diversity of our community. Will travel throughout the business day as assigned.

JOB DUTIES / ACCOUNTABILITIES:
1. Work in collaboration with administrators to create and update job descriptions to ensure that the duties and skill sets are clearly defined, aligned, and optimize productivity and accountability.
2. Facilitate orientation for all hires, including slide show presentation, documentation review and collection, viewing of tutorials, and follow up with employee and administrator.
3. Provide consistent communication and guidance related to Bargaining Unit Agreements, policies, procedures, and compliance.
4. Ensure compliance protocols, deadlines and implementation are meet for the following:
   - Hiring, interviewing, employee testing, reference checks, background checks, seniority reports, and professional development.
   - USCIS Form I-9 Employment Eligibility Verification for all district employee hires
   - MUNIS data entry standards
   - ISO and audit standards
5. Process all new hired employees, confirming a cleared background check, orientation, required documentation, I9 E-Verification, tutorials, and personnel file completion.
6. Process and enter all aspects of employee information updates (hires, transfers, terminations) in the HRIS system; must maintain accurate data changes and data integrity.
7. Maintain employee personnel files.
8. Maintain data on recruitment and other reports as required.
9. Create and generate reports regarding human resources data for review, analysis, compliance, and goals.
10. Assist in the hiring procedures, process, systems, and policy. Identify opportunities and implementation plan to achieve improvement in hiring business objectives including candidate quality, diversity, recruitment cycle timeliness, policy compliance, cost effectiveness and HRIS data integrity.
11. Assist with creating and updating of all procedure documentation related to hiring, interviewing, employee testing, background checks, I-9s, seniority reports, employee files, and any other reporting as assigned.
12. Maintain Human Resources intranet web page on a regular basis.
13. Maintain and organize all department documents to meet ISO 9001 certification requirements.
14. Recommend and conduct job fair events.
15. Travel to school buildings, other departments and various locations.
16. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Minimum of five years of job-related experience, preferably in a human resource department.
2. Familiarity of bargaining unit contracts.
3. Highly effective communication skills, written and verbal.
4. Strong problem solving and decision-making skills.
5. Must have excellent interpersonal skills.
6. Attention to details.
7. Strong technical skills – i.e. with MS Office (Word, Excel, and PowerPoint), applicant tracking systems, recruitment internet resources and search engines, etc.
8. Excellent organization, follow up skills, and the ability to meet multi-priority deadlines.
9. Must have proven experience in working in a fast paced environment.

EDUCATION:

1. Bachelor’s degree preferred, or five to seven years of progressive experience in Human Resources.
2. Bilingual English/Spanish preferred.

PHYSICAL DEMANDS:

1. Ability to work on a computer over a major portion of the work day.
2. Ability to lift or move 25 pounds.

TERMS OF EMPLOYMENT:

This is a 12 month position. Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of support personnel.

JOB DESCRIPTION / REVISION DATE: 03/9/2020

Date: _______________

Employee Signature: ____________________________

Supervisor Signature: ____________________________  Date: _______________