



Human Resource Specialist Job Description

JOB TITLE:	Human Resources Specialist
FLSA CLASSIFICATION:	Non-exempt, hourly employee
WORK DAYS:	261 days per year (including paid holidays and paid vacation time)
STANDARD HOURS PER DAY:	8 hours per day (not including a 60-minute unpaid duty-free meal break)

WORK YEAR: The work year for the Human Resources Specialist begins on the first weekday in July and ends 12 months later on the last weekday in June.

SALARY SCHEDULE & BENEFITS: The Human Resources Specialist is paid on the “Specialists” salary schedule and is eligible for benefits on the “Support Staff” benefits schedule.

REPORTS TO: The Human Resources Specialist reports to the Chief Human Resource Officer.

SUPERVISES: The Human Resources Specialist does not supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

Under general supervision, the Human Resources Specialist performs district-based duties associated with the human resources functions. The Human Resources Specialist functions in a specialist-type support capacity and performs a variety of duties that include welcoming, onboarding new non-certified staff, maintaining and accessing/managing employee records, as well as providing general office support. Performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Provides a high level of support in the areas of staff support, while balancing multiple tasks and demonstrating effective, efficient communication skills.
2. Works within the hiring and recruiting system, locating applicants, downloading applications and other documents from the online applicant portal for new non-certified staff and extracurricular hires.
3. Participates in all preparation for welcoming and onboarding support staff, this includes extracurricular staff.
4. Processes paperwork for all current non-certified staff changes.
5. Sends staffing memos for non-certified and extracurricular staff.
6. Processes the limited criminal background checks for non-certified rehires and contracted employees as needed.
7. Gathers non-certified staff information, including hires, position changes, terminations, and retirements for the HR Report and Addendum and provides information to the HR Specialist.
8. Prepares a benefit eligibility list for new non-certified staff and sends the list to AIG and Colonial Life representatives.
9. Prepares yellow sheets for non-certified staff retirees, terminations and resignations as requested.
10. Prepares and sends reasonable assurance letters to non-certified school year employees each spring, tracks and files the returned signed forms.
11. Tracks and files evaluations for all non-certified staff.
12. Manages the limited criminal history program and users of the program.
13. Manages the district volunteer spreadsheet, forms and district access.

14. Prepares unemployment protests and gathers information to include with the protest. Faxes forms and answers questions when contacted by the unemployment office.
15. Prepares accounts payable vouchers for unemployment, conferences and other HR expenses.
16. Processes all paperwork for Title I and II Tutors.
17. Shares responsibility for front desk coverage during lunchtime and after 4:00 p.m.
18. Assists with ID badges and updating information in software programs.
19. Serves as the back-up for the HR Specialist.
20. Accesses database information from a district-based computer system; analyzes, compiles, and interprets information presented on system.
21. Proficient with Google Office applications, Microsoft Word, Excel and able to become proficient using District wide computer software and hardware.
22. Skilled in using a variety of machinery, equipment, and tools associated with department activities, which include a computer, copy machine, or fax.
23. Responsible for keeping up to date on current technology, as job appropriate, being used by the district.
24. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

NON-ESSENTIAL FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

1. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** High School diploma or GED is required; an Associate's degree or higher is preferred; additional experience and training in secretarial work, human resources, payroll or benefits administration is preferred.
2. **EXPERIENCE:** A minimum of five years of relevant experience and/or training that includes public school work or a human resources field is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** None required.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
6. **Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise

independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

7. **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL REQUIREMENTS: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

SENSORY REQUIREMENTS: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

ENVIRONMENTAL FACTORS: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

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