



Youngstown City School District Job Description

Position: Human Resources Generalist
Class: Exempt/Non Bargaining Unit
Reports to: Chief of Staff/ Designee
Salary Range: District Salary Schedule (Professional II)
Schedule: 12 months/260 days
Fund Source: General

Position Overview:

The Human Resources Generalist will support the human resources functions within the Youngstown City School District. The role involves managing day-to-day HR operations, including recruitment, employee relations, compliance, benefits administration, and HRIS management. This individual will ensure compliance with district policies and relevant laws, while contributing to a positive and inclusive work environment.

Key Responsibilities:

Recruitment and Onboarding:

- Oversee recruitment processes, including posting job vacancies, screening candidates, coordinating interviews, and managing onboarding.
- Lead the onboarding process for certificated and administrative personnel, ensuring new employees are set up for success.

Employee Relations:

- Serve as a point of contact for employee inquiries regarding policies, procedures, and employment-related concerns.
- Facilitate conflict resolution and mediate employee relations issues in compliance with district policies and procedures.

HRIS and Record Keeping:

- Input, maintain, and monitor employee data in multiple HR software platforms, including USPS/USAS and EMIS systems.
- Ensure accurate record-keeping and reporting in line with district, state, and federal requirements.
- Benefits Administration:
 - Administer employee benefits, including health insurance, retirement plans, and FMLA.

- Assist employees with benefit-related inquiries and ensure compliance with HIPAA and other regulations.

Compliance:

- Ensure compliance with all applicable state and federal labor laws, including FMLA, ADA, and Department of Labor standards.
- Maintain a thorough understanding of HR policies and procedures to ensure alignment with district goals and legal mandates.

Employee Development and Training:

- Assist in developing and delivering employee training programs, ensuring staff receives the necessary resources for professional development.
- Monitor and support staff development initiatives and programs aimed at enhancing employee engagement and performance.

Coordination of Interviews and Meetings:

- Coordinate and schedule faculty and staff interviews, meetings, and other HR-related events.
- Ensure a smooth interview and onboarding experience for prospective and new employees.

Preferred Qualifications:

- Associate's degree or higher in Human Resources, Business Administration, or related field (Bachelor's degree preferred).
- Knowledge of human resources policies and procedures, labor laws, and benefits administration.
- Strong organizational and leadership skills, with an ability to manage multiple tasks and adapt to changing priorities.
- Proficiency with HR software, Microsoft Office, and district-related systems such as USPS/USAS and EMIS.
- Strong communication and interpersonal skills, with the ability to maintain confidentiality.
- Familiarity with federal and state labor laws, including FMLA, HIPAA, and ADA.
- Ability to work effectively with diverse populations and maintain positive working relationships with all district employees.

Additional Qualifications:

- Strong problem-solving and conflict resolution skills.
- Ability to manage and prioritize multiple HR tasks simultaneously.
- Knowledge of payroll processing, EMIS reporting, and school district-specific HR operations is a plus.

Working Conditions:

- The position involves frequent interaction with employees, district leaders, and external vendors.
- Normal office environment; occasional travel to district sites may be required

The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.