



HUMAN RESOURCES SPECIALIST

GENERAL RESPONSIBILITIES

Responsible for planning, organizing, and assisting with the development and maintenance of Human Resources programs for the school division to include recruitment, staffing, pre-employment and volunteer background checks, classification, compensation, new employee and substitute onboarding, employee evaluation, staff training and professional development, and other assigned areas.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Participate in and travel to employment fairs/events to recruit and interview teacher candidates.
- Supervise, train, and evaluate the performance of assigned staff; interview and recommend applicants when an assigned staff vacancy occurs.
- Serve as the point of contact or participate in various task forces, committees, and project teams as directed.
- Confer with administrators to resolve personnel problems, interpret regulations, policies, and procedures.
- Assist with facilitating onboarding sessions for new employees and substitutes.
- Coordinate and participate in departmental activities including special recognition events, workshops, transfer fairs, etc.
- Collaborate and promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the division and the department.
- Complete performance evaluations of assigned staff members.
- Communicate with customers efficiently and effectively to ensure good customer service.
- Keep abreast of the latest developments and innovations in technological processes, products, and programs related to HR functions.
- Perform related work as required.

EXAMPLES OF OTHER ESSENTIAL DUTIES AND RESPONSIBILITIES:

Classification and Compensation

- Prepare, manage, and conduct classification and compensation surveys/studies as appropriate for the school division to ensure competitive wage and salary structures.
- Review and recommend compensation for new hires and promotions.
- Develop, write, revise, and maintain job descriptions.
- Conduct research, analyze information, and compile statistics and other data regarding position classification, job analysis, external and internal equity, and reclassifications.
- Assess and complete job audits and reclassifications for the school system.
- Analyze and make recommendations for proposed reorganization of departments.

Staffing

- Perform duties associated with position control and staffing, posting of vacancies using the electronic applicant tracking system, screening of applicants to ensure eligibility for hire, validation of experience credit and references, preliminary salary schedule placement, extending job offers, and other areas as assigned.
- Coordinate with principals and department managers in planning for staffing needs; recommend assignment of employees and review personnel requests for appropriateness.
- Ensure that vacant positions are staffed with qualified applicants in a timely manner.
- Process personnel actions (i.e., transfers, promotions, dismissals, status changes, retirements, leave, etc.) in accordance with division policies and regulations and other applicable laws.
- Prepare paperwork and documentation, as needed, for employees on work visas; work with the division's immigration attorney to secure visas and green cards.



Substitute Office and Summer Programs

- Plan, develop, implement, and manage onboarding schedules and activities for newly hired employees and substitutes.
- Manage the absence management system to include identifying and resolving all issues related to the operation of the system; work with technology to seek resolution.
- Train end-users in the use of the absence management system, as needed.
- Counsel applicants and employees to resolve matters related to the employment application process.
- Review and respond to questions related to pre-employment background issues.
- Supervise the day-to-day operations of the substitute office and hiring process of various temporary positions.
- Provide support to schools to strategize and obtain and retain substitutes.
- Oversee the hiring, staffing, and issuance of contracts for summer school employees.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the philosophies, principles and practices of public personnel administration; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State laws and regulations applicable to public school employment; knowledge of current technology applications as it applies to personnel management and staff training; knowledge of training and current delivery methods; ability to establish and maintain effective relationships with school officials, employees and the general public; ability to analyze facts and present recommendations effectively in oral and written form; ability to plan, supervise and review the work of subordinates; ability to establish, implement and monitor operational procedures relevant to personnel record management.

EDUCATION AND EXPERIENCE

Required: Master’s degree in school administration, human resources, or a related field.

Preferred: Extensive experience as an administrator in a school system.
A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 9/11, 7/20, 4/22
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