

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Human Resources Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform specialized administrative and clerical work in support of general Human Resources Department functions. The position is responsible for maintaining accurate and up-to-date employee records, processing new employees, providing professional and courteous customer service at all times, and performing related work as required; incumbent(s) may coordinate special programs or functions as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Greets and assists office visitors; directs persons to appropriate office and/or provides requested information; answers the telephone and takes messages as necessary.

Assists in maintaining accurate and up-to-date District employee, vendor and volunteer records; supports the development of procedures, policies and forms to record and maintain personnel information electronically assuring fidelity and security and orchestrates the provision of this information to requesting parties as in reports, memorandums or other communication vehicle as appropriate.

Communicates with applicants, employees, departments, administrators, and the public for the purpose of providing information and assistance concerning employment, substitute procedures, personnel records and related requirements.

Provides leadership and coordination of and assists in providing administrative and clerical direction in support of Personnel Department functions including specialized data entry to input, retrieve, and manage information contained in departmental files and monitoring of programmatic and administrative changes to Board Rules and applicable State Statutes.

Develops, reviews, amends and maintains Personnel Information Forms for accuracy and completeness; maintains internal funding documentation.

Utilizes internal reports and data mining tools for funding verification purposes.

Assists prospective employees in providing complete information necessary for the application process; assists prospects with the online application process.

Monitors and audits daily transactions against error, submits change reports and resolves discrepancies and exceptional of various matters pertaining to personnel processing.

Supports, leads and designs the establishment of the District's position control process for purposes of budget monitoring and human capital management.

Maintains, supports and trains others to accurately interface with district software solutions that serve as catalyst for personnel processing and produces monthly reports such as fingerprinting, HQ Paraprofessional roster, Ethics and Race/Ethnicity, up to and including district HR analytics and demographic trend information.

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Conducts driver's license checks and other background security checks on employees, applicants and volunteers as required; schedules fingerprinting.

Verifies employment, checks backgrounds and conducts other screening as required to support the recruitment of a highly qualified staff.

Monitors the qualification process for and prepares employee identification badges for employees and contractors/vendors.

Attends and/or provides information for court and administrative hearings involving working conditions, unemployment, workers compensation or other litigation as directed.

Processes new substitute teachers; provides employment information to new hires; maintains and updates substitute teacher list; forwards updates to school office managers.

Supports the deployment of policies and procedures that impact working conditions within the district while monitoring for fairness and equity.

Monitors a wide variety of personnel policies and programs regarding employees (e.g. advertising positions, processing applications, placement, transfers, separation, verifying employment, orientation, contracts, compensation schedule, employee leaves up to and including FMLA, etc.) as it conforms to district policies, relevant laws, contracts and agreements. Informs supervisor of noncompliance.

Verifies employment as requested.

Reviews and verifies accuracy of employee evaluations.

Assists with Voluntary Pre-Kindergarten Education Program (VPK) Credential Recording. Verify and process items in eHR Portal workflow. Verify and process items in the Application Tracking System (ATS) workflow. Assist in conducting Highly Qualified (HQ) Paraprofessional Testing.

Receives and responds to Public Records Requests, inquiries, requests for assistance and concerns from employees, applicants and others in areas of responsibility.

Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of developing recommendations and/or supporting other staff including on demand one (1) day onsite training, new office staff training and development.

Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, announcements of vacancies, personnel transactions) for inclusion in the monthly Board packets for the purpose of providing documentation and information to others.

Complete promotional opportunity notices for all vacant positions.

Supports and insures effective and efficient standard operating procedures daily within the work setting while coordinating and monitoring workflow. Makes adjustments ensuring continuous maximum productivity.

Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.

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Develops and conducts training to support managers and supervisors in human relations skills building, problem solving, and various other issues to human capital management including cross-training efforts within the Human Resources Department.

Follows Federal and State laws as well as School Board policies. Follows and trains other to follow good and sound safety procedures. Ensures compliance with issues of the ethical and professional treatment of others in and around the district.

Attends training, seminars and meetings as required to enhance job knowledge and skills; stays abreast of legislation and trends in human resource and benefits administration.

Performs general bookkeeping work as necessary, including but not limited to processing purchase card charges, preparing purchase requisitions and processing invoices for payment, and reconciling bank statements.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, processing mail, shredding documents.

Performs other duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, clinical, spiritual, or other professional principles.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

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Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

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“Education Requirements” refers to job specific training and education required for entry into the position.

High school diploma or equivalent, with some college or technical school course work and minimum of three years of job-related experience, preferably in a human resource department; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Associate degree Preferred.

SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential Preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires one year of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

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American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director Human Resources

Supervises:

N/A

PAY GRADE: From: 119.01 To: 119.25

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016