

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: HUMAN RESOURCES SPECIALIST

QUALIFICATIONS:

1. Excellent communication skills; ability to serve public effectively
2. Knowledge of office practices and procedures
3. Ability to use standard office machines, equipment and computers
4. Computer skills
5. Ability to learn new skills and train others
6. Excellent organizational skills; mature judgment
7. Ability to effectively work with all school personnel
8. Bachelor's Degree supplemented by a minimum one year office experience

REPORTS TO: Chief Financial Officer

JOB GOAL: Manage all functions of the Human Resources Department

PERFORMANCE RESPONSIBILITIES:

1. Prepare, distribute and collect initial employment packets to new employees
2. Verify past employment experience to determine placement on salary scale for new employees
3. Responsible for submitting and collecting employment contracts
4. E-Verify and report new hires to MO Department of Social Services
5. Coordinate and oversee new hire orientations
6. Generate and maintain employee records for all Human Resources personnel files and all HR related electronic systems.
7. Track and record transcripts, certificates, and tenure
8. Responsible for reviewing background clearance information, validating current employees, obtaining rap back notifications and triennial audits through the MO State Highway Patrol's Missouri Automated Criminal History System.
9. Award annual leave and serve as absence coordinator
10. Handle all aspects of Worker's Compensation, FMLA and Short Term Disability
11. Prepare and distribute employee handbook and employee HR videos
12. Update the Human Resources webpage on the District website
13. Maintain District Application Program and post open employment positions
14. Maintain current job descriptions
15. Maintain all aspects of substitute call lists and systems
16. Involved with personnel issues as required by district leadership
17. Submit district data to DESE for employee certificate renewals and upgrades
18. Maintain job list in personnel system
19. Other duties as required or directed by immediate supervisors

PHYSICAL DEMANDS: Be able to sit & use a computer for long periods of time

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Chief Financial Officer

APPROVED BY SCHOOL BOARD: