



ST. MICHAEL - ALBERTVILLE SCHOOLS

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DRAFT- This job description is subject to board approval on November 20, 2023 .

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Employee Service Specialist	Department / Building: Human Resources / District Office
Reports To: Director of Administrative Services	FLSA Status: Non-Exempt
Grade / Subgrade: Confidential	Bargaining / Work Unit: Unaffiliated
Duty Year: 260 days	Position Last Updated: 11-20-2023

SECTION II: JOB SUMMARY

The employee relations specialist provides daily support to operations and the delivery of human resource services with specific responsibilities for talent acquisition, recruiting and onboarding, management of substitute staff and system administration, and providing HR administrative support. Work is performed under the daily supervision of the human resources supervisor and the performance supervision of the director of administrative services.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Talent Acquisition and Onboarding
Percent of Time	50%	

Tasks involved in fulfilling above duty/responsibility:

- Assists in recruitment and talent acquisition process for all staff within the district.
- Posts requisitions and manages applicants in the application management system.
- Administers background checks for new hires, student teachers, and volunteers.
- Facilitates required new hire checklists and forms, including wage theft and I-9 compliance.



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- Prepares for and conducts orientation and training for new hires.
- Manages the new hire training system, including assigning new hire training checklists and annual training requirements to all staff.
- Enters and processes employee personnel data into the finance/HR software, ensuring accurate entry of personnel information.
- Maintains and updates job descriptions as necessary.
- Reports new hires to the State of Minnesota and other organizations as necessary.
- Coordinates recruiting and talent acquisition events such as job fairs and other hiring events.

Duty/Responsibility #	2	Statement of duty/responsibility: Substitute Staff & HR System Management
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Facilitates the administration of the new hire process for substitute staff of all classifications.
- Manages the substitute management system, including adding substitutes to the system, troubleshooting issues with building staff and pulling absenteeism data and reports as assigned.
- Responsible for maintenance and updating of HR information systems as necessary.
- Responsible for coordinating annual substitute training and coordination with buildings and departments of new substitute staff.
- Responsible for personnel file maintenance including ensuring compliance with district expectations concerning the maintenance of personnel records following onboarding and upon separation from the school district.

Duty/Responsibility #	3	Statement of duty/responsibility: Administrative Duties
Percent of Time	20%	

Tasks involved in fulfilling above duty/responsibility:

- Provides customer service to guests entering the district office and external stakeholders by phone.
- Completes requested changes to staff data in finance/HR systems through data entry and workflows.
- Responds to and completes verifications of employment requests and name changes.
- Assists with federal and state reporting requirements.
- Completes W-4 updates and completes personnel filing.



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- Assists the director of administrative services and the human resources supervisor by coordinating meetings and interviews, taking notes, and providing input on resolutions.
- Assists the human resources supervisor with lane changes, reference checks, reporting, unemployment insurance inquiries, and data entry.
- Supports all clerical actions of the Human Resources department, including scanning, filing, copying, typing, and preparing mailings.

Duty/Responsibility #	4	Statement of duty/responsibility: Special Projects
Percent of Time	5%	

Tasks involved in fulfilling above duty/responsibility:

- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of reading, writing, and math concepts sufficient to assist district and department stakeholders.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the school district.
- Ability to develop and maintain effective working relationships with staff, administrators and district stakeholders.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly staff related records.
- Proficient in working with the Microsoft(R) and Google(R) suite of programs and applications including, but not limited to, the use of word processing, email, and spreadsheets.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS



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- Bachelor's degree in Human Resources, Business Administration, or other related fields strongly preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- One to three years' of human resources or similar job experience is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, vision, values and to service of all department stakeholders in a caring and timely manner.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	N
Walking	F	Up to 25 pounds	Toxic chemicals	N
Sitting	C	Up to 50 pounds	Moving parts	N
Talking in person/on the phone	C	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	C	More than 100 pounds	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)
Climbing, balancing	N	Quiet (i.e. private office)	N	Extreme heat (non-weather)
Stooping (bend at waist)	N	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions



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Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing smell	N			Looking at computer monitor	C
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.