

Human Resources Specialist

Purpose Statement

The job of Human Resources Specialist is done for the purpose/s of providing support to the delivery of Human Resources services with specific responsibility for providing information to employees regarding policies, regulations, and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Executive Director of HR Operations

Essential Functions

- Assists in planning, organization and conducting personnel onboarding and in-service training for the purpose of providing new employees with information about benefits, policies, procedures, and ensuring compliance with regulations and guidelines.
- Assists with certificated and classified employment processing for the purpose of meeting district staffing requirements while complying with established guidelines.
- Communicates with other employees, departments, administrators, applicants, and the public for the purpose of ensuring information is conveyed accurately and in a timely manner.
- Develops a wide variety of written and visual materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions and taking appropriate action.
- Maintains a variety of on-line information for the purpose of providing to information in an efficient and timely manner.
- Maintains manual and electronic documents, files, and records for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees, addressing position requirements, and adhering to legal and/or administrative requirements.
- Prepares a variety of reports, documents, and correspondence for the purpose of providing documentation and information to others.
- Researches a variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Researches discrepancies between employee, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Supports the Human Resources administration and department staff for the purpose of ensuring the effective and efficient functioning of the work unit.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; and regulations and laws related to the job functions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Targeted, job related education with study in job-related area.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

1/18/2017

Salary Grade

See Classified Salary Schedule

Revised Date

7/1/2023

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.