

Job Title: **Employment Specialist**  
 Job Family: **Human Resources**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1305**  
 FLSA Status: **Non Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 19**

**SUMMARY:** Responsible for employment and staffing-related duties for all applicants including: recruiting, advertising, and screening applicants for minimum qualifications. Assist and advise administrators and employees through the hiring process including district, state, federal, board of education and district policies, laws and requirements. Monitor the attendance of staff, through the use of district information technology systems, and provide substitutes for absent teachers and classified staff. Provide technical support and expertise to schools, departments, substitutes, and staff with issues that affect absence management and employment related inquiries. Responsible for substitute system and payroll administration, HR projects and fingerprint/background check administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for employment and staffing-related duties including but not limited to: recruiting, advertising, screening applicants for minimum qualifications, background/reference checks, and coordinating onboarding/orientation activities. Monitor the hiring process to verify that district policy and legal requirements are satisfied. Advise administrators, staff, and applicants on employment-related policies and procedures. Assist with the reduction-in-force and non-renewal annual process. Analyze, respond to and help resolve recruitment issues. Research, coordinate and participate in recruiting job fairs. Provide technical support to customers with inquiries/issues affecting the Human Resource Management System (HRMS). Ensure certified applicants have the proper CDE license.	D	30%
2. Responsible for the full-cycle of staffing and onboarding activities for substitute employees including screening applicants, interviewing, selecting, reference checks, and recommendation for hire activities. Collect and track new hire paperwork, provide communication with new hire, present material at substitute orientations, verify background and fingerprint information	D	30%
3. Oversee, facilitate, and monitor the fingerprint and background check process. Accountable for Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) reports on all employees and applicants to insure background checks have been reviewed. Conduct the initial review of all background results. As needed, refer applicants to the HR Partner for final decision-making.	D	15%
4. Manage the Substitute Management System (SMS), including the technical and functional aspects, provide training, program management, direction, and assistance to staff using the system in various capacities to ensure the district maintains a high absence fill rate. Provide customer service to all levels of stakeholders, including administrators, office managers, and substitute staff by receiving and responding to questions and requests regarding information and processes in the HRMS and SMS systems. Responsible for troubleshooting daily operations of the SMS; entering various types of absences; tracking leaves; assisting school staff with creating, cancelling, and editing employee absences. Compile and manage employee data in the SMS. Create, run, and analyze report data. Manage the substitute temporary leave process. Manage substitute service projects such as letters of assurance, inactive substitutes, data clean up, etc. Respond to IT Heat tickets.	D	10%
5. Substitute Payroll: Create, run, and analyze report data. Responsible for the validation and verification of payroll data for all substitute employees and responding to inquiries about pay advices. Manage long term substitute process including verifying eligibility for assignment, calculating retro pay and monitoring and submitting paperwork for start and end dates.	D	10%

6. Support various HR Projects such as CLDE cohort administration, department audits, system enhancements or updates, research data for unemployment insurance claims, website updates, Frontline user maintenance, etc.	W	4%
7. Perform other job-related duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Bachelor’s degree preferred.
- Minimum of 3 years general clerical experience, including 2 years of database application systems.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Personal computer and keyboarding skills.
- Presentation skills.
- Critical thinking and problem solving skills.
- Knowledge of internet recruiting, web-based databases and human resources information systems (HRIS).
- Ability to lead others in the work process.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Human Resources Partner or Human Resources Director	3114 or 3099

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and/or fingers, to handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish color-coded files)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	