



Job Description
Prepared/Revised: August 2024

Job Title:	Employee Services Specialist	Job Code:	1309
Job Family:	Human Resources	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year:	12 months	Pay Range:	G19

SUMMARY: Compile, analyze and input employee data in the HRIS, Human Resource Information System; providing customer service by receiving and responding to policies, procedures and master agreement questions; calculating various experience and pay figures for employees; maintaining personnel files, including electronic files, on active and terminated employees and verify and provide information from employee files as requested.

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. Compile, analyze and input employee data in the HRIS, Human Resource Information System, including, but not limited to, new hires, account changes, transfers, pay changes, leaves of absence, separations, deductions, position management, employee credentials and education and additional pays. Verify accuracy of paperwork submitted to HR for processing and ensure documentation is updated to employee’s electronic personnel file.	D	25%
2. Provide excellent customer service to all levels of staff by receiving and responding to questions regarding information contained in the HRIS, master agreements and Human Resources policies and procedures. Refer questions and/or requests to appropriate personnel if necessary. Regularly update employee forms and instructions including but not limited to Employee Action Forms, Intermediate Step Increase, retirement forms and salary placement guidelines and forms. Update both external and internal tracking spreadsheets as needed. Query the HRIS to create ad hoc reports as requested by stakeholders.	D	25%
3. Onboard employees recommended for hire by collecting and tracking new hire paperwork, providing communications with new hire, verifying start date with school administration, assisting in weekly orientations, verifying background and fingerprinting information and interfacing new hire personal and position information between applicant system and HRIS system.	D	15%
4. Collect, compile, analyze and calculate new hire salary placement based on appropriate contract language and documentation provided. Calculate retro pay as needed. Create correspondence to all employees for any changes in salary. Provide salary placement information and estimates to candidates and applicants.	D	15%
5. Compute additional pay and establish pay records in compliance with district guidelines and master agreement language. Create, change and end additional pay records throughout the year, making changes in the HRIS system and department spreadsheets as needed.	M	10%
6. Provide back-up coverage for Human Resources Technician as needed.	M	2%
7. Perform other job-related duties as assigned	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

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

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Problem solving skills.
- Attention to detail.
- Intermediate accounting and math skills and ability to perform salary calculations.
- Intermediate knowledge of Microsoft Office applications.
- Knowledge of or ability to learn the comprehensive HRIS system.
- Ability to work cooperatively with other departments to solve problems.
- Ability to analyze information and make correct assumptions based on acquired knowledge of appropriate contacts, policies, procedures and guidelines.
- 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 promote and follow Board of Education policies, District policies and building and department procedures.
- 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 systems.
- 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 and HRIS preferred; required within 2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE		JOB CODE
Reports to:	Human Resources Operations Director		3144
	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

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 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 colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	