San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Human Resources Specialist
Exemption Status: Non-Exempt
Reports to: Asst. Supt. of Admin. Services
Pay Grade: 05
Works with: District Personnel
Days: 226
Dept. /School: Human Resources Department
Date Revised: 07/21/2020

Primary Purpose:

Provide support for daily human resource operations. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Proficient in keyboarding and file maintenance.
- Ability to use software to develop spreadsheets, databases, and word processing.
- Ability to perform basic math.
- Ability to read, speak and understand English.
- Excellent organizational skills.
- Effective communication and interpersonal skills.

Major Responsibilities and Duties:

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.

2. Maintain HR information database to ensure that employee information is accurate, current, and reliable.

3. Maintain position control system in an accurate and timely manner. Reconcile job descriptions with position control to ensure that there is a job description for every job. Follow up with supervisors to make certain that job descriptions are reviewed and updated on a regular basis.

4. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.

5. Process new hire paperwork including criminal history information, references, and other application materials.

6. Prepare and distribute or post job vacancy announcements.

7. Prepare, maintain, and distribute employee handbook as directed.
8. Prepare correspondence, forms, and reports according to district standards and requirements.
9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
10. Greet visitors and assist employees and applicants to complete applications and required paperwork.
11. Assist with the preparation and distribution of employment contracts.
12. Maintain confidentiality.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____