



5301 Monona Drive, Monona, WI 53716    P: 608-221-7660    F: 608-221-7688

## Position Description

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|-------------------------------|-----------------------------------|
| <b>Position Title:</b>        | Human Resources Generalist        |
| <b>Department / Location:</b> | Human Resources / District Office |
| <b>Reports to:</b>            | Deputy Superintendent             |
| <b>Employees Supervised:</b>  | None                              |
| <b>Classification:</b>        | Non-exempt                        |
| <b>Status:</b>                | 12-month                          |
| <b>Created / Revised:</b>     | August 2025                       |
| <b>Board Approved:</b>        | N/A                               |

### **Position Summary**

The HR Generalist supports all areas of the employee lifecycle, from recruitment and onboarding to compensation, employee relations, and offboarding. They serve as a resource for both employees and administration, ensuring compliance with labor laws and company policies while fostering a positive work environment. The role requires a blend of administrative skills, interpersonal communication, and a solid understanding of HR best practices.

### **Essential Functions and Responsibilities**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

#### **Essential Functions:**

1. Skyward
  - a. Primary focus on implementation, support and maintenance of the Skyward system.
  - b. Provide training and support to employees and managers on system use, including self-service functions.
  - c. Works closely with other subject matter experts to ensure data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities.
  - d. Time off allocation and management
  - e. Administer and maintain Skyward Employee Management, including data entry,

- updates, and system configuration. Ensure the integrity and accuracy of employee data, such as personal information, compensation, and benefits.
- f. Coordinate HR office organization and efficiency by learning and supporting the process flows through the Skyward software.
- g. Track years of service for awards and update the system with award allotments.
- h. Create and distribute contracts and letters of assurance to staff.
- i. Provide backup to hiring in FastTrack during busy times of the year.
- 2. Reporting & Analysis
  - a. Annual DPI staffing report (WiseStaff/1202)
  - b. Generate and distribute various reports to support HR and business operations as needed.
  - c. Conduct regular audits to ensure data accuracy and compliance with internal policies and external regulations.
- 3. Substitute management
  - a. Primary contact for substitute employment through Edustaff.
  - b. Verifies and maintains records related to Frontline absence management.
- 4. Process Improvement
  - a. Identify opportunities to improve HR processes through system optimization. Collaborate with HR team members and other departments to implement new features, modules, or enhancements.
- 5. Employee Relations
  - a. Maintain knowledge and resource listing of district staff, schedules, procedures, etc.
  - b. Respond to questions and inquiries that come through the Human Resources email and other communication.
  - c. Provide excellent customer service for internal and external customers.
- 6. Graduate Program/Tuition Reimbursement
  - a. Process tuition reimbursement requests.
- 7. Maintain additives/co-curriculars/grade level coordinators
- 8. Professional Growth/EEM
  - a. Maintain employee evaluation tracking system.
  - b. Work with Principals and Administrators to ensure Educator Effectiveness is completed timely.
- 9. Assist with special HR projects, such as system upgrades, integrations with other platforms, or the implementation of new HR technologies.
- 10. Provide administrative support to the Deputy Superintendent.
- 11. Assist with HR office operations.
- 12. Perform additional related duties as assigned.
- 13. Regular and predictable attendance.

### **Knowledge, Skills and Abilities**

- 1. Strong analytical and problem-solving skills, with a keen attention to detail.
- 2. Excellent written and verbal communication.
- 3. Proficiency in HRIS systems, data analysis tools, and reporting software.
- 4. Ability to analyze data, identify trends, and draw meaningful conclusions.
- 5. Understanding of HR principles, practices, and employment laws.
- 6. Must be highly organized and be able to work independently.
- 7. Must enjoy detail oriented work requiring a high level of accuracy.
- 8. Must be able to prioritize.
- 9. Efficiently handle a high volume of requests through multiple media sources while being both patient and assertive in responding to requests.
- 10. The ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
- 11. Must understand the need for teamwork, timeliness and accuracy.
- 12. Must be able to maintain self-control and professionalism under stressful situations

and deadlines.

13. Must be able to maintain confidentiality of sensitive information.
14. Ability to be flexible and adaptable to changing work duties, assignments and priorities.

### **Working Conditions**

1. Indoor office environment.
2. Continuous contact with staff.
3. Work involves frequent disruptions of daily schedule.
4. Travel to and from district locations and occasionally conferences,

### **Physical Requirements**

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machines, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

### **Education and Experience**

1. Minimum of a two-year associate degree in human resources or equivalent work experience. Bachelor degree in human resources is preferred.
2. At least 2 years of experience working in HR in a professional setting.
3. Experience with specific platforms like Skyward, Frontline, and Google Suite.
4. Experience in a public school setting is preferred.

### **Licenses and Certifications**

1. HR certification (e.g., SHRM-CP, PHR) preferred.

### **EEO Statement**

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

### **Acknowledgement**

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

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Date Signed

*Disclaimer: This position description is subject to change at any time.*