Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Human Resource Departmental Specialist**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers and basic office skills.

Training or Experience Required: 3 years of secretarial and/or clerical experience in a personnel/payroll environment. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English. Must be able to perform initial reference checks to verify information in application form.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs skilled level personnel clerical and secretarial duties under general supervision to assist in the efficient functioning of the Human Resources Office to enhance the efficiency and effectiveness in the screening, hiring, induction, and retention of district employees. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information to make critical screening recommendations of applicants.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Maintains personnel records, and files on all tutor coaches and duration of need employees. Updates and/or processes changes or allows employees to review personnel records.

2. Meet with newly hired tutor coaches and duration of need employees to cover all on-boarding paperwork. Verifies experience; calculates and explains salary.

3. Processes new, returning and terminating paperwork; providing necessary documentation to Payroll and other appropriate departments.

4. Enters and maintains employee information in payroll database.

5. Distributes extra duty/coaching contracts for all employees and keeps on file; updates contracts as needed.

6. Calculates all extra duty/coaching salaries, enters and maintains records in payroll database.

7. Verifies coaches meet the care and prevention requirement for accreditation.

8. Assists with Para-professional personnel tasks such as posting available positions; accepting, processing, and maintaining applications, references and job-related information on certified and/or support personnel. Provides necessary applicant information to Superintendent or designee and to hiring supervisors.

9. Notifies appropriate personnel concerning change in status, pay, performance appraisal, etc. Maintains contract requirements as they relate to pay and benefits. Assists with data for salary surveys, personnel studies and reports such as staff budgeting/vacancy savings, etc.

10. May conduct/handle background investigation/reference checks, drug testing requirements for new employees, and other investigations that are job related.

11. Assists with federal, state, and district, or local reports. Such reports include workers' compensation, EEO, Department of Education, Department of Labor, etc.

12. Acts as an informational resource to employees regarding benefit programs, personnel policies and procedures, etc.

13. Performs clerical support functions using word processing and spreadsheets. Receives, directs and may perform simple interviews of visitors; handles telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail. Organizes and maintains various files including confidential and tickler files. Performs photocopying as required. Schedules meetings and makes sure all information and arrangements are taken care of. May be required to make travel arrangements. Monitors and maintains a neat and organized office.

14. Process verification of employments, verbal and written for all employees.

15. Document specialist – make sure new hires are on task with getting required documents for teacher certification, paraprofessional certification, etc.

16. Prepare Human Resources board agenda, job postings as needed.

17. Will offer Recruitment assistance as needed.

18. Records fingerprints for new hires and others as required.

19. Performs backup to receptionist and other clerical employees in office during breaks and days off.

20. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

21. Performs other duties as assigned.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:
This is an office/clerical job with those physical/mental requirements that are included in the essential functions. Must be able to communicate on the telephone and in person.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 06/26/2024