



Human Resources Support Specialist

Purpose Statement

The role of the Human Resources Support Specialist is to support the delivery of human resource services. This includes providing information to applicants and employees, maintaining records, and completing assigned projects and tasks.

Supervisory Relationship

Reports to: Human Resources Director

Essential Functions

- **Contract Issuance:** Issue teacher contracts/agreements for new hires, lane changes, summer school, extended assignments, and Camp Ed, including processing Camp Ed sub timesheets.
- **Substitute Onboarding:** Manage the onboarding process for substitute teachers and sub instructional aides.
- **Absence Management:** Administer and maintain the Absence Management program for all staff categories, including substitute teachers, administrators, teachers, professional support, and substitute instructional aides.
- **Front Desk Support:** Provide backup support to the front desk as needed.
- **Employment Process Assistance:** Assist with the employment process, including callbacks, scheduling, and notifications, ensuring compliance with district staffing requirements and established guidelines.
- **Payroll Assistance:** Assist the payroll department by auditing employee work hours, including overtime, unpaid leave, and extended sick leave.
- **Professional Development:** Attend meetings, workshops, and seminars to gather information required to perform job functions effectively.
- **Data Compilation:** Compile data from various sources to comply with financial, legal, and administrative requirements.
- **Job Description Maintenance:** Maintain and update job descriptions.
- **Veterans Preference:** Maintain Veterans Preference notifications to ensure all legal requirements are met.
- **Program Maintenance:** Maintain various programs, including Fit for Duty testing, instructional aide training modules (Master Teacher), and instructional aide certification, notifying supervisors of expiration dates and tracking data.
- **Fingerprinting:** Conduct the fingerprinting process for new employees.
- **Clerical Support:** Perform record-keeping and clerical functions, such as scheduling, copying, and faxing, to support department staff.
- **Report Preparation:** Prepare various reports and related documents, including state reporting and insurance forms (PER02, JSND, BCBSND, 1095s), to provide documentation and information.
- **Document Processing:** Process documents and materials, such as employment and salary verification, to disseminate information to appropriate parties.
- **Inquiry Response:** Respond to written and verbal inquiries from internal and external sources to provide information and direction.
- **Administrative Support:** Support assigned administrative personnel with their functions to ensure efficient operations.
- **Authorization Verification:** Verify support staff authorization sheets in iVisions.
- **Payroll Processing:** Process payroll-related data to update information, authorize timely payment, and ensure compliance with established payroll practices.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Preparing and maintaining accurate records.
- Planning and managing projects.
- Operating standard office equipment.
- Utilizing pertinent software applications.

Knowledge

- Basic math, including calculations using fractions, percentages, and ratios.
- Reading technical information and writing documents following prescribed formats.
- Standard office software and procedures.
- Business telephone etiquette and grammar concepts.

Abilities

- Schedule activities and meetings.
- Gather and collate data.
- Use job-related equipment effectively.
- Work with diverse individuals and data types.
- Maintain confidentiality and establish effective working relationships.
- Adapt to changing priorities and work with frequent interruptions.

Responsibility

Work under limited supervision following standardized practices and methods. Provide information and advise others. Operate within a defined budget. Utilize resources from other work units as required. Continuously impact the organization's services.

Work Environment

The role involves some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Typically, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is desired.

Education

Community college and/or vocational school degree with study in a job-related area.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

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The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.