Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Lead Human Resources Specialist**	FLSA Status:	**Non-Exempt**
Job Family:	**Support Services Administrative**	Pay Range:	**SS68H**
Prepared/Revised Date:	**August 4, 2026**	Job Code:	**50211**

SUMMARY: Leads and supports Human Resources operational processes by providing subject matter expertise, coordinating workflow and projects, mentoring team members, and serving as the primary point of contact for HR systems and process enhancements. Responsible for processing all employment documentation and providing customer service to applicants, new hires, school and department office managers, hiring managers, administrators, and all other employees regarding licensed, classified, coaching, extra duty, and seasonal recruitment and selection, classification, and compensation.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide functional training and ongoing mentorship to Human Resources Specialists. Support onboarding of new team members, share best practices, develop training resources, and promote consistency in processes, documentation, customer service, and compliance across the team.
2. Lead and coordinate departmental projects, process improvement initiatives, and implementation activities. Monitor project timelines, collaborate with cross-functional stakeholders, identify process efficiencies, and communicate updates to ensure successful execution and alignment with department objectives.
3. Serve as the primary point of contact for Human Resources Specialist team system needs, enhancements, updates, and troubleshooting. Partner with HRIS administrators, Technology Services, Payroll, and vendors to identify requirements, test system changes, document procedures, provide end-user training, and communicate system updates to the team.
4. Process new employees including tracking and verifying new hire paperwork, payroll paperwork and qualification documentation such as background checks, education, experience and credential information. Receive, process and/or review new assignments, transfers, separations, and leaves of absence. Follow processes to ensure proper documentation is received and maintained in personnel files.
5. Provide excellent customer service to all levels of staff and new hires by receiving and responding to questions regarding assignments, contracts, licensure, pay, job postings and vacancies, applications, hiring process, and District practices, policies, and procedures. Work closely with school and department office managers to coordinate job postings, resignations, and staffing changes.

6. Determine initial salary placement for new employees and/or new assignments based on level of education and related work experience. Review and verify academic transcripts, verification of experience forms, initial licensure, and additional application materials to finalize placement. Analyze coursework and calculate credits based on guidelines established for lane changes and initial salary placements per the Employee Agreement. Serve as a resource for employees regarding guidelines, process, and documentation.
7. Set-up employee assignments in HRIS for payroll processing. Conduct audits to ensure systems data entry is accurate.
8. Train and mentor new office managers. Provide onboarding and training in all HR functions and systems, including Applicant Tracking, Records, Hiring Folders, etc. Assist with daily questions regarding HR functions. Serve as school/department office manager for all HR functions when there is a vacancy.
9. Post and close job vacancies, monitor applicants, communicate with school or department throughout the hiring process and collect required documentation.
10. Lead collaboration and coordination among Human Resources Specialists and technicians, providing guidance, coverage, and support to ensure consistency in processes, communication, documentation, and customer service. Escalate complex issues as appropriate and serve as a resource to HR leadership and staff. Collaborate with Payroll, Benefits, Technology Services, and other departments to support effective HR operations.
11. Attend work and arrive in a timely manner.
12. Create and distribute administrative and licensed teacher contracts, coaching contracts, and monthly notices of assignment to staff and ensure receipt for personnel file.
13. Track and record new hires, resignations, retirements, and leaves of absence for Board of Education (BOE) agenda. Assist employees, hiring managers, and principals regarding licensure requirements and documentation.
14. Compose employment verification/salary letters for new and current employees.
15. Lead and coordinate special projects as assigned. May include but not limited to student teachers/interns, summer school programs, AVID tutors, Spring Action, etc.
16. Work with systems administrators to update HRIS to make processes more efficient.
17. Collect, track, and maintain staffing information for annual staffing process. Prepare documents and reports in preparation of compensation plan meetings, non-renewal notices, and BOE agenda.
18. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree, two-year college certificate or equivalent in related field required
- Minimum of three years of experience in Human Resources or related field
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain accuracy and attention to detail
- Ability to work independently and be an effective team member
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Talent Events & Onboarding Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle or feed	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)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

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