

Human Resources Specialist

Purpose Statement

The job of Human Resources Specialist is done for the purpose/s of providing support to the delivery of human resource services, benefits and wellness programs and services, and risk management programs and services with specific responsibility for supporting department staff; providing information to applicants and employees; maintaining records; and completing assigned projects and tasks.

This job reports to Coordinator of Human Resources Operations

Essential Functions

- Assists personnel, beneficiaries, and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Assists with employment process (e.g. callbacks, scheduling interviewing, notification, writing/editing job descriptions, advertising, processing applicants, preparing screening criteria, administering/evaluating tests, scheduling interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Compiles data from a variety of sources (e.g. applicants, employees, benefit carriers, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Maintains an inventory of items (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of ensuring availability as needed.
- Maintains a variety of files (applicants, certifications, graduate hours, fingerprinting results, etc.) and records, compiling pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements.
- Maintains manuals and electronic documents, files and records (e.g. contracts, vacancy listings, applicant tracking, employee handbooks, provider contracts, claim files, benefits information, etc.) for the purpose of providing accurate information in compliance with established guidelines, an up-to-date reference and audit trail.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting department staff.
- Prepares a variety of reports and related documents (e.g. classified and certificated reports; probationary, absence data, recruitment packages, orientation packets, etc.) for the purpose of providing documentation and information.
- Processes documents and materials (e.g. applications, changes in employment status, etc.) for the purpose of disseminating information to appropriate parties.
- Processes employee benefit and worker's compensation information in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing vendor fair, mediating benefit eligibility and payment issues, open enrollment, filing claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.

- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Researches information required to manage assignments including reviewing relevant policies and current practices; and discrepancies between employee, payroll, benefits provider/s, and government agencies for the purpose of developing new programs/services, ensuring compliance with legislative requirements, ensuring accuracy of records, maximizing eligible payments, and securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.
- Supports a wide variety of personnel policies, processes, and procedures (e.g. advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming the districts policies, relevant laws, contracts and agreements.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions from which to make operational decisions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; preparing and maintaining accurate records; planning and managing projects; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: regulations and laws related to job functions; personnel policies applied within a school district; standard office software; office methods and procedures; business telephone etiquette; concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; establishing and maintaining effective working relationships; working with detailed information; adapting to changing priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade

N- Human Resources
Specialist