

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Human Resources Specialist

FLSA: Non-exempt

GENERAL SUMMARY

Assists the Executive Director of Human Resource Services in the planning, organizing and direction of the Human Resource function of the School District. Assists in administering the various functional areas of human resources including employee recruitment, salary administration, employee relations, etc. Maintains confidential files and data, and uses computer and general office equipment in performing duties. Reports to Executive Director of Human Resources.

ESSENTIAL FUNCTIONS

Assists with the interpretation of personnel policies and programs to administrators and staff.

Accurately establishes, records, and maintains up-to-date personnel files on all active and inactive school district personnel. Inputs and maintains accurate computer records on District employees, applicants, and substitutes. Maintains strict confidentiality of all records, personnel actions and other information.

Maintains confidential files on all substitute employees and coordinates the hiring process for substitutes under the direction of the Executive Director of Human Resource Services.

Assists principals with proper staffing of school personnel. Prepares and disseminates District vacancy announcements. Prepares employment contracts for appropriate personnel as required.

Maintains a schedule of recruitment trips, job fairs, etc., and coordinates attendance at those events deemed necessary.

Prepares and assembles certified and classified employment applications. Coordinates employment testing of classified applicants in a timely manner.

Conducts new hire paperwork sessions. Efficiently responds to requests for past and present employment information, completes required forms and returns as appropriate.

Ensures prompt typing of all correspondence, reports, and other written communication. Screens calls and visitors, redirecting when appropriate and furnishing information whenever possible. Demonstrates the ability to work under the pressure of deadlines and frequent interruptions.

Develops, analyzes and/or maintains various records, reports, charts, forms, spreadsheets and/or databases using a variety of automated applications, including Excel (or other spreadsheet software) and word processing software.

Routinely interacts with school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Operates general office equipment such as a computer, scanner, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelors degree in business administration, human resources or a related field, with a minimum of three years experience in human resource management or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Extensive knowledge of human resources management functions, programs, policies, procedures, and systems. Knowledge in the development, planning, organization, implementation and management of personnel programs and practices designed to attract, retain and reward qualified employees. Knowledge of the standards, regulations, and laws relating to personnel activities. Knowledge of all requirements related to personnel activities, e.g. recruitment and selection, safety standards, record keeping, equal employment, etc. Advanced knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, word processing software and familiarity with spreadsheet analysis and database operations.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with district staff. Ability to plan, develop, administer, and monitor various personnel activities and programs in compliance with all relative federal and state regulations, and district policies, procedures and standards. Ability to use independent judgment and discretion in providing assistance with employee relations and recruitment activities. Ability to complete, process, and maintain all required records, reports, and confidential personnel information. Ability to develop and maintain effective communications with district employees, immediate supervisor, and the general public. Ability to evaluate and direct the implementation of current technological innovation in managing human resource functions. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

Working Conditions:

Conducts duties in an office environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required; no overnight travel is required. Job requires the operation of standard office equipment. Nature of job requires frequent use of a computer monitor for long durations.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____	Date: _____
_____	Date: _____
_____	Date: _____