

# Hyde County Schools

## HUMAN RESOURCE SPECIALIST

### NATURE OF WORK

An employee in this class performs paraprofessional administrative and technical duties in the Personnel Department. Work involves serving as a primary benefits representative responsible for administration of life, health, and dental insurance, or administration of leaves of absence, short-term and long-term disability insurance, , and retirement. Employee is responsible for answering employee questions regarding their specific areas of assignment and maintaining accurate files. Employee assists employees, administrators, and the general public with staffing, licensure, and compensation. Employee must exercise considerable tact and courtesy in dealing with the public and employees on a daily basis.

### DUTIES AND RESPONSIBILITIES

Works individually with employees to ensure benefits are appropriated according to eligibility and choice. Presents what benefits are offered, explaining how to complete appropriate forms, and answering any questions pertaining to the benefits offered.

Receives and responds to questions regarding insurance coverage, costs, claims, exclusions to coverage, etc.

Processes insurance forms; distributes and files copies of forms appropriately; processes enrollment changes and sends information to Finance.

Types a variety of letters from standardized formats regarding coverage; maintains active/non-active employee benefits, health records, and personnel files.

Determines insurance termination date for terminated employees.

Serves as the contact person for the insurance companies.

Administers leaves of absence for the school system. This process involves receiving inquiries and requests for various types of leave from employees; explaining the information needed for the leave; meeting with the employee requesting the leave to work out the details of the leave and to ensure understanding; completing insurance forms and letters to notify appropriate parties; and ensuring compliance with applicable local, state, and federal rules, regulations, and laws.

Serves as the contact person for employees requesting leaves of absence.

Processes and administers short- and long-term disability insurance.

# Hyde County Schools

Facilitates the retirement process by explaining the requirements and benefits associated with the retirement system; counsels employees regarding retirement options. Serves as liaison to the State Retirement System.

Prepares and issues employment contracts and letters to newly hired employees.

Prepares and issues supplemental contracts.

Prepares and issues coaching contracts.

Serves as licensure specialist for assigned schools and administrative sites. Answers licensure questions, maintains license information and acts as liaison between DPI and HCS employees.

Utilizes HRMS to track/maintain employee position data.

Utilizes HRMS to enter and maintain employee CEU records.

Completes pre-employment background checks.

Completes salary and employment verifications.

Completes various reports as required by NCDPI (Teacher Turnover, SS-200, SS-300, HQ Report, Paraprofessional, etc).

Set salaries based on license, experience, and job classification and send updates to payroll.

New Hire Paperwork.

Advertise vacancies and assist as needed in the hiring process.

Assist with Title II.

Emergency weather media contact.

E-Verify reporting.

Coordinate and organize teacher and staff appreciation week.

Assist in coordinating and organizing the annual back to school convocation.

# Hyde County Schools

Attends meetings as necessary for assigned departments.

Performs other related work as required.

## **MINIMUM TRAINING**

High school diploma supplemented by secretarial or business courses with an associate's degree preferred, and 6 to 9 years experience in office administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

## **ESSENTIAL JOB FUNCTIONS**

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to read a variety of correspondence, reports, forms, statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, statements, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, personnel and governmental terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Requires the ability to talk and hear ideas by means of spoken word. Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Must be a notary public.

Considerable knowledge of the benefits offered by the school system, specifically in the area of assignment. Basic knowledge of the interaction between local, federal, and state agencies relative to benefits transfer or coordination at retirement.

# Hyde County Schools

Considerable knowledge of paperwork required to apply for and modify various benefits.

Considerable knowledge of the insurance claims process.

Ability to present material to individuals and groups of people.

Considerable knowledge of the retirement process.

General knowledge of the principles of organization and administration.

Ability to stay current on ever changing benefit requirements.

Ability to maintain complete and accurate records and complex files.

Ability to type accurately at a moderate rate.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to follow both oral and written instructions. Willingness to share knowledge to strengthen department as a whole and others as individuals.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to work alone, focused to complete assigned duties on a daily basis, and whenever other areas of the department need immediate short-term assistance.

Ability to cross-train within the department and to be flexible in working more as a team player than as an individual with specified job description.

Willingness to take on new assignments, or try new ways of working in order to save time and work smarter.

Willingness to assist within the department in any area necessary to give the employees immediate, first-class service.

**REPORTS TO:** Superintendent

**FSLA STATUS:** Non-Exempt

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain

or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.