

Vail School District Job Description

Job Title: Human Resources Specialist

Department: Human Resources

Reports To: Director of Human Resources

FLSA Status: Non-exempt

Level: 13

Revised: 05/08/2012

SUMMARY: Under the direction of the Director of Human Resources and general supervision of an HR Supervisor, performs responsible human resources functions of a confidential, varied and moderately complex nature in the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for the entry of, maintenance, and update of employee records in the automated database and manual files for certified, classified, professional, and substitute hires.
- Prepare and process all Personal Action Requests and applicant information and prepare bi-monthly detailed packet for governing board approval.
- Coordinating all aspects of the substitute teacher program, including interviewing, reference checks, orientation, updating of the AESOP system, and concerns from substitutes and/or sites (if assigned).
- Answer questions from applicants, employees, community members, and others regarding employment, benefits, certification and other appropriate HR-related topics.
- Conduct pre-employment reference checks (as requested).
- Process and prepare new employee paperwork in accordance with state and federal statutes and district policy, such as e-verifications, and fingerprint card verification.
- Assist with the development and coordinate the maintenance of benefits records into provider and district databases.
- Responsible for administering districts benefits to new employees and assist with ongoing employee questions and customer support for benefits-related issues.
- Reconcile monthly statements and prepare monthly eligibility reports for all benefit carriers.
- Coordinate and monitor the annual open enrollment process.
- Assist new employees with personnel policies.
- Tracks extended leave and initiates employee notification of FMLA and associated documentation and paperwork.
- Maintain confidentiality with regards to all employee files and issues.
- Responsible for processing all new hires, verify years of service and education credits, verify Arizona State Retirement System status, coordinate the fingerprinting process, send approval letters to new hires and schedule, organize, and present new employee orientation.
- Provide employee information to hiring supervisors or employees as requested.
- Regularly update the internet job postings on the employment website.
- Place recruitment ads with appropriate vendors.
- Generate and distribute periodic personnel reports.
- Monitor certification status of certified employees and provides support for obtaining emergency certifications as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. Three years related experience and/or training; or equivalent combination of education and experience.

Demonstrated knowledge of word processing, database and spreadsheet applications.

DESIRED: Associates degree or higher or Program Certificate in a related field. Progressive human resources support work experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.