

Job Title: SPECIALIST, HUMAN RESOURCES
Reports to: Chief Human Resources Officer
Dept./School: Human Resources
Wages/Hour Status: Non-exempt
Date Revised: July 24, 2023

Primary Purpose

Prepare, maintain, and process records for auxiliary, para-professional and professional personnel for the district. Provide support and process employment applications for full time employment. Handle routine Human Resources inquiries and provide responsive and knowledgeable assistance to employees and employment candidates. Assist with the coordination of the hiring process.

QUALIFICATIONS

Education /Certification

High School diploma or GED/Associates degree or 60 hours of college course work, preferred
Minimum of 35 WPM Typing

Special Knowledge/skills

Ability to interpret and disseminate information to individuals and groups
Ability to use software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles
Proficient typing/word processing (35 WPM), and file maintenance skills
Effective communication and interpersonal
Strong organization skills
Ability to read, speak and understand English/Spanish

Experience

Three years of clerical experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Employment

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
2. Coordinate employment process (e.g. processing applications, analyzing transcripts, and references, preparing announcements of vacancies, permanent positions, for the purpose of meeting district staffing requirements while complying with established guidelines.
3. Process new hire paperwork including criminal history information, references, and other application materials.
4. Compute salaries on Professional, Para-Professionals and Hourly –wage employees.
5. Input demographic information to employee data system and maintain changes are made during the year.
6. Guide applicants' as they apply for Para-Professional Certification with the Texas State Board of Education.
7. Provide the Letter of Reasonable Assurance to new hires, District Para-Professional and Auxiliary during the school year.
8. Review and process all application for summer school program and maintain all records.

9. Obtain Bus Driver Backgrounds (Driving Records) on Prospective Bus Drivers.
10. Maintain state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.

Records, Reports, and Correspondence

11. Meet with all applicants to resolve any background issues and discuss with Chief Human Resources Officer.
12. Obtain and maintain all documents necessary for fingerprint; schedule appointments and review results on all employees and substitutes.
13. Prepare correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Chief Human Resources Officer and other department staff members using personal computer.
14. Maintain physical and computerized departmental files.
15. Prepare professional new hire call and sign-in listing. Contact new hires after they have been board approved. Schedule new hires to in-process and inform Employee Benefits and Support Services Department.
16. Process the Professional, Para-Professional, and Auxiliary new hires.
17. Prepare, distribute, and post job vacancy announcements and advertisements.

Other

18. Manage records storage and destruction process for the HR records following established records retention schedule and requirements for the Texas State Library and Archives.
19. Assist public with information concerning position vacancies, completing the District application including typing test and scanning documents.
20. Input demographic information to process background checks on prospective employees, and maintain records.
21. Prepare and distribute position select letters for summer school programs.
22. Assist in the recruitment of all employees by promoting the District at local job fairs.
23. Assist in maintaining recruiting materials and displays for all job fairs.
24. Assist with providing Retirement/Resignation process.
25. Assist with preparation, mail and email employee retirement and resignation confirmation letters.
26. Assist with the preparing and distributing position vacancies on Applitrack.
27. Assist with Retirees reception etc.
28. Perform other duties assigned by supervisor.
29. Maintain confidentiality of information.

EQUIPMENT USED

Standard office equipment including personal computer and peripherals, multi-line telephone system, computer, printer, copier, fax machine, typewriter, and shredder.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
Occasional light lifting and carrying (under 15 pounds)
May work prolonged or irregular hours
Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____