

**Job Title:** SPECIALIST, HUMAN RESOURCES  
**Reports to:** Chief Human Resources Officer  
**Dept./School:** Human Resources  
**Wages/Hour Status:** Non-exempt  
**Date Revised:** July 23, 2018

### **Primary Purpose**

Prepare, maintain, and process records for auxiliary and substitute personnel for the district. Implement district leave program according to established policies, rules, and regulations. Provide support and process employment applications for full time and substitute 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**

Knowledge of administration of leave programs and applicable laws  
Ability to interpret and disseminate information to individuals and groups  
Proficiency in keyboarding and file maintenance  
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. Maintain position control system in an accurate and timely manner. Reconcile job descriptions and evaluations with position control to ensure that there is a job description and job evaluations for every job. Follow up with supervisors to make certain that job descriptions are reviewed and updated on a regular basis.
3. Coordinate employment process (e.g. processing applications, inputting substitute data, analyzing transcripts, and references, preparing announcements of vacancies, retention of substitutes, permanent positions, for the purpose of meeting district staffing requirements while complying with established guidelines.
4. Process new hire paperwork including criminal history information, references, and other application materials.
5. Compute salaries on Professional, Para-Professionals and Hourly –wage employees.
6. Guide applicants' as they apply for Para-Professional Certification with the Texas State Board of Education.

7. Prepare listings for the Letters of Reasonable Assurance for auxiliary and all substitute employees, assist with distribution and maintenance of letters.
8. Review and process all application for summer school program and maintain all records.
9. Prepare and manage budget accounts for the Human Resources Department.
10. Obtain Bus Driver Backgrounds (Driving Records) yearly on every Bus Driver, Substitute Bus Driver and Prospective Bus Drivers.
11. Maintain state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.

### **Substitutes**

12. Schedule and organize monthly substitute orientations and evaluate, qualify and invite applicants and advise of missing documents in a timely manner.
13. Provide training sessions to district employees for Applitrack and AESOP usage on a one to one basis.
14. Update substitute handbook and all forms for substitute packets.
15. Input information on AESOP for Substitutes and maintain current data, such as telephone numbers, education and certification and provide Substitute Listing to campus Principals.
16. Maintain accurate records for substitute employees on our Skyward Database and AESOP.

### **Leave of Absence**

17. Process all long-term absences according to established guidelines including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice.
18. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements.
19. Work cooperatively with payroll department and risk management to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims.
20. Work with campus and departmental administrative staff to process daily absence reports.
21. Maintain employee leave records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.

### **Budget**

22. Work cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.
23. Maintain records for the Grow Our Own Program and meet and evaluate every semester and prepare letters and pay bills as necessary.
24. Schedule and submit all travel for conferences, trainings or any other travel needed by the HR staff.

## **Records, Reports, and Correspondence**

25. Input demographic information to process background checks on prospective employees, substitutes, volunteers and maintain records.
26. Prepare all Purchase Orders for HR Staff.
27. Assure that all Labor Law Posters are updated and that we are in compliance.
28. Meet with all applicants or volunteers to resolve any background issues and discuss with Chief Human Resources Officer.
29. Obtain and maintain all documents necessary for fingerprint; schedule appointments and review results on all employees and substitutes.
30. Prepare correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Chief Human Resources Officer and other department staff members using personal computer.
31. Maintain physical and computerized departmental files.
32. 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.
33. Assist with processing Professional, Para-Professional, and Auxiliary new hires.
34. Assist in preparing and distributing or posting job vacancy announcements and advertisements.
35. Track absence data and provide campus principals, other department heads, and others with trend reports as needed.

## **Other**

36. Manage records storage and destruction process for the HR records following established records retention schedule and requirements for the Texas State Library and Archives.
37. Assist public with information concerning position vacancies, completing the District application including typing test and scanning documents.
38. Manage and maintain account for any grants available to the district for personnel.
39. Input demographic information to process background checks on prospective employees, substitutes, volunteers and maintain records.
40. Prepare and distribute position select and non-select letters for summer school programs.
41. Assist in the recruitment of all employees by promoting the District at local job fairs.
42. Assist in maintaining recruiting materials and displays for all job fairs.
43. Assist with providing Retirement/Resignation Part I and Part II forms.
44. Assist with preparation, mail and email employee retirement and resignation confirmation letters.
45. Assist with processing, receiving, and maintaining records for letters of assurance of employment for stipends, auxiliary, and all substitute employees.
46. Assist with the preparing and distributing position vacancies on Applitrack.

47. Assist with Retirees reception etc.
48. Perform other duties assigned by supervisor.
49. Maintain confidentiality of information.
50. Maintain an accurate and up-to-date listing of all volunteers and distribute list to campuses

### **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

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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:** \_\_\_\_\_