

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST HUMAN RESOURCES

Purpose Statement:

The job of SPECIALIST HUMAN RESOURCES is done for the purpose/s of ensuring that personnel procedures conform to district policies; coordinating department functions; providing information to potential applicants on positions within the district; maintaining records of employee status; providing information to employees within the district; documenting information and ensuring processing of district/state/federal required reports; processing applicants efficiently; and directing other employees as may be required.

This job is distinguished from similar jobs by the following characteristics: Minimum Requirements: Associate of Arts Degree and four years of progressively responsible experience in an office setting, preferably in a school district, with one year supervisory experience; OR eight years of progressively responsible experience in an office setting, preferably in a school district, AND, one year of working experience in a Human Resources Department required. Flexible work schedule - some overtime required.

This job reports to HUMAN RESOURCES DIRECTOR

Essential Functions

- Assists in coordinating office activities for the purpose of ensuring required processes occur and deadlines are met.
- Assists in planning, organizing and developing programs (e.g. professional growth activities, classification studies, fingerprint process, Parapro Testing, Substitute Teachers, etc.) for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.
- Back-up Benefit Specialist for the purpose of ensuring workload is processed in the event of absence due to illness and/or vacation.
- Composes documents (e.g. correspondence, agenda, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Conducts recruitment activities (e.g. job posting, job fairs, newspaper advertising) for the purpose of recruiting qualified applicants into open positions within the District.
- Conducts requests for background investigations for the purpose of complying with policy and regulation when hiring new employees into the district.
- Coordinates employment process (e.g. recruitment, interviewing, etc.) for the purpose of complying with all district, state and federal regulations.
- Informs personnel regarding a variety of procedures and program requirements (e.g. certification, hiring process) for the purpose of providing necessary information, taking appropriate action and/or complying with established guidelines.
- Maintains a variety of employment files (applicants, seniority and eligibility lists, test scores, etc.) and records, compiling pertinent employee information (e.g. salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. application, eligibility, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Monitors performance based proficiency tests (e.g. Parapro) for the purpose of developing job related testing of applicant skills.
- Prepares various reports and related documents (e.g. agenda items, recruitment packages, conference schedules, etc.) for the purpose of providing documentation and information to others.

- Processes documentation (e.g. applications, changes in employment status, credential renewals, certification, fingerprints, special projects, etc.) for the purpose of disseminating information to appropriate parties.
- Processes personnel paperwork (e.g. applicants, employees) for the purpose of ensuring that individuals who are employed/terminated are processed correctly and accurate information and data is maintained in the file and database.
- Processes requisitions for the department for the purpose of ensuring adequate equipment and services are obtained and within budget.
- Provides excellent customer service to applicants, volunteers, employees and community members for the purpose of ensuring questions, inquiries and concerns are handled in a friendly and efficient manner.
- Provides orientations to new personnel (e.g. employment packages, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Screens employment applications for the purpose of assessing applicant qualifications.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Responds to inquires for the purpose of providing information and/or direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, record keeping, using pertinent software applications (MS Word, Excel), quality customer service skills, analytical skills, interpersonal skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette, computer operation/skills, concepts of grammar and punctuation, office methods and procedures, pertinent codes, policies, regulations and/or laws, bilingual (english/spanish) helpful, human resource practices/regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, setting priorities, working as part of a team, working with detailed information/data, working with frequent interruptions, working with flexible schedule - some overtime required.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 9