

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 collaborating with other employees as may be 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, certification, substitute teachers, etc.) for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.

Provides services in Benefits and/or Compensation as required 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 for the purpose of complying with all district, state and federal regulations.

Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information, taking appropriate action and/or complying with established guidelines.

Maintains a variety of employment files and records, compiling pertinent employee information 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 personnel related processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.

Prepares various reports and related documents for the purpose of providing documentation and information to others.

Processes documentation for the purpose of disseminating information to appropriate stakeholder(s).

Processes personnel paperwork 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 professionally and efficiently.

Provides orientation and onboarding for new personnel for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.

Assists with all personnel related duties and responsibilities for the purpose of assistance and support to all sites and schools.

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 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; collaborating with 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 limited 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 at a minimum a High School diploma or equivalent. Preference will be given to applicants with HR related education and experience.

Required Testing Certificates & Licenses None specified. None Required

Continuing Educ. / Training Clearances None specified Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

Classified 9

Job description available upon request