

# HUMAN RESOURCES SPECIALIST

JD LOCATOR: 4.08.2

Adopted: 8/97

Revised: 9/98, 06/07

REPORTS TO:	Assistant Superintendent for Human Resources
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

## JOB SUMMARY

To assist all current and past employees/administrators of the Waynesville R-VI School District with salary information/education/certification requirements to ensure personnel records are accurate and in accordance with state and district policies.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Respond to a wide variety of e-mails, calls, and office visitors to the Human Resources Office for the purpose of providing employment information and/or referring to appropriate personnel.
2. Assure proper salary placement, prepare contracts, and process paperwork on all new contracted employees hired in the district.
3. Assure all new coaches/sponsors are placed accurately on Extra-Duty Salary Schedule and prepare contracts.
4. Maintain, prepare, and process all changes/updates to employee personnel files for accurate reporting and recordkeeping.
5. Process, record, and monitor all new and current staff in Keystone Information Systems for accurate recordkeeping.
6. Carefully monitor all staff on unpaid Leaves of Absence so salary advancement does not occur as stated in Board policy.
7. Coordinate all administrator salary placements and prepare contracts as directed by the Superintendent of Schools.
8. Annually review salary schedule placement of all certified and classified contracted employees to assure accurate placement on the salary schedules.
9. Prepare contracts for all certified and classified contracted employees annually.
10. Maintain and update placement of all returning coaches on the Extra-Duty Salary Schedule and process extra-duty contracts annually.
11. Work closely with Data Processing Director on all information regarding contract preparation annually.
12. Prepare monthly/bimonthly Board Agendas maintaining detailed records of resignations, recommendations, transfers, leave of absences of all employees, extra duty, and extra help recommendations.
13. Prepare Personnel Information sheets with Board Agendas as required when hiring new certified staff setting forth detailed information on each new certified staff member being recommended for hire.
14. Process all required paperwork and key specific information in Keystone Information Systems for all resignations, recommendations, transfers, and leaves of absences and forward required documentation to the Payroll and Benefits Specialist.
15. Maintain current teacher certification checklists on all certified staff to determine those requiring renewals/upgrades.

16. Prepare and process paperwork to all certified staff as certificates reach expiration so required paperwork is completed and processed to DESE for certificate renewal.
17. Possess expertise in all Missouri certification areas and have close contact with certification supervisors at DESE.
18. Assure all new certified staff hold Missouri certification and assist them in preparing and processing all certification paperwork.
19. Assure that the district is in compliance with certification requirements under the "No Child Left Behind Act."
20. Maintain valid teaching certificates and official transcripts on all certified staff as required by law and required for proof during annual district audits.
21. Annually prepare Board Agenda with all probationary and tenured staff, extra-duty coaches/sponsors, and returning classified staff for Board approval.
22. Process, record, and key all college coursework completed by certificated staff and make contract adjustments as required to assure proper placement on the certified salary schedule.
23. Maintain, update, and review personnel information sheets on all contracted employees so accurate records are available for review/verification when needed.
24. Maintain all changes, revisions, and updates for certified and classified handbooks and be sure a clear and accurate understanding of changes/revisions are made when handbooks are reviewed and prepared annually.
25. Maintain accurate recordkeeping on all staff transfers to assure staffing plan may be prepared accurately.
26. Prepare staffing plan annually for Board approval with accurate information for staffing needs/requirements.
27. Prepare Personnel Assignments Handbook for administrators and the Board of Education annually with accurate placement of all staff.
28. Annually review certificated employee list for those eligible for tenure according to state and federal guidelines.
29. Work closely with the Assistant Superintendent for Human Resources and Career Ladder Chairperson on all career ladder issues throughout the district.
30. Process all career ladder forms involving payment to employees and assure proper placement according to state guidelines for career ladder levels.
31. Process and key career ladder information on eligible certificated staff into Keystone Information System for proper placement.
32. Complete career ladder portion of October Cycle of DESE's Core Data report.
33. Complete biannual career ladder reports as required by DESE.
34. Prepare biannual career ladder reports for the Assistant Superintendent for Business.
35. Biannually review DESE career ladder participation lists with district career ladder participation lists to assure proper payment annually in July.
36. Inform the Payroll and Benefits Specialist of all approved career ladder participants for payment annually in July.
37. Work closely with Data Processing Director to accurately compile information needed for educator Screens 18 and 20 of the October Cycle of DESE's Core Data report.
38. Key, review, and monitor all employee information on Screens 18 and 20 of the October Cycle of DESE's Core Data report before submission to DESE.
39. Continually monitor and update Screens 18 and 20 of the October Cycle with salary adjustments, name changes, transfers, resignations, etc. so information is current as DESE prepares reports from this information.
40. Oversee and review preparation of summer school letter of intents and/or summer school contracts for all staff Board approved for summer school employment.
41. Prepare Board Agenda of summer school staffing needs each spring.
42. Coordinate the collection of data and complete screens for the February, June, and October Core Data Cycles to be submitted to DESE by the required deadlines.
43. Complete Verifications of Experience on all contracted staff as requested.

44. Work closely with Assistant Superintendent for Human Resources in completing protests for unemployment benefits/claims from the Division of Employment Security and assure they are done in a timely manner so claims are denied payment by the district.
45. Accept resignations/retirements from employees and process paperwork for the Payroll and Benefits Specialist to ensure each employee a smooth exit from the district.
46. Process all necessary paperwork for retirees who qualify for the Voluntary Retirement Incentive and closely monitor eligibility of staff members for the incentive.
47. Annually prepare Board Agenda with retirees who qualify for the Voluntary Retirement Incentive.
48. Prepare Contract Addendums for those retirees who qualify for the Voluntary Retirement Incentive and do follow-up paperwork each year to assure Addendum items have been completed.
49. Process all correspondence in a neat and professional manner.
50. Schedule appointments for Assistant Superintendent for Human Resources.
51. Maintain a commitment to ongoing professional development.

#### SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in business, secretarial science, accounting, or related field preferred.
3. Minimum of five years of increasingly responsible secretarial and administrative experience preferably involving the preparation/maintenance of employee contracts, records, reports, and information.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to work independently with minimum supervision.
11. Ability to use independent judgment and demonstrates initiative to act without being asked.
12. Ability to prepare and maintain accurate files and records.

***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, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.***

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

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Employee's Signature	Date	Supervisor's Signature	Date
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