|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | ADMIN ASSISTANT TO HUMAN RESOURCES |
| **REPORTS TO** | DIRECTOR OF HUMAN RESOURCES |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7661 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| Any combination equivalent to : high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |

|  |
| --- |
| **POSITION SUMMARY** |
| Assist in planning, developing, implementing, and maintaining employee data in Human Resource Systems and other systems utilized by the Human Resource Team. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Provide information, monitor and maintain absence records through automated systems, and provide assistance in person or on the telephone to District personnel/staff regarding personnel matters concerning Family Medical Leave and/or Leaves of Absence(s) |
| Monitor Sick Bank requests, donation procedures and coordinate with Payroll Officer for record keeping of balance. |
| Monitor Certification/Licensure to assure that certified/licensed staff have valid licenses; advise staff regarding certification and recommend appropriate action when licenses expire. |
| Collect data for Community Background Checks, enter data on Administrative Office of the Courts (AOC) website. Report approved volunteers on internal data system . |
| Enter and maintain data for Workers Compensation Claims/KEMI website. |
| Monitor and maintain compliance with Unemployment requests. |
| Act as Liaison to Retired Employee Community, collaborating with Public Relations service to coordinate events. |
| Assist school building personnel with electronic absence management and substitute system. |
| Collaborate with Public Relations for Retirement Caretaking. |
| Coordinate and oversee EILA reporting. |
| Complete Years of Service Employment Verifications. |
| Coordinate and oversee updating of Personnel Folders including but not limited to, service record, filing of various letters (ie. non-renewal, continuing contracts, reductions). |
| Assist Director with Student Teacher documentation and data collection. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Knowledge of principles, practices and standards of human resources administration. |
| Knowledge of district human resource and state systems including MUNIS, Absence Management, KYEPSB, AOC, KEMI. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions  Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for periods of time.  Work is performed while standing, sitting and/or walking.  Communicate effectively using speech, vision and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights. |