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|  | **JOB TITLE** | PERSONNEL SPECIALIST |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7660 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree in Business, Human Resources, or a related area required. |
| Two years of human resources or payroll processing experience preferred. |

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| **POSITION SUMMARY** |
| Assume responsibility for general implementation and maintenance of the electronic employee personnel system. Assist in planning, developing, implementing, and maintaining employee data in the Human Resources Information System (HRIS) and other systems utilized by the HR and Finance team. |

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

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| **PERFORMANCE RESPONSIBILITIES** |
| Assist in the planning, developing, coordinating, implementing, and maintenance of automated data systems to provide services for personnel needs related to payroll and human resources. |
| Confirm accuracy and integrity of all data entered and assures information is available on a timely basis. |
| Perform group data updates, exports, imports, and clean-ups; research and report on any data discrepancies. |
| Deliver routine daily/weekly/monthly reporting and respond to basic to intermediate data requests. |
| Ensure accurate and timely processing of employee personnel information into the HRIS systems. |
| Consistently collect and enter various employee data into HRIS while adhering to company policies and procedures. |
| Effectively communicate with other HR and Finance staff to ensure correct and timely entry of all data. |
| Prepare updates on behalf of HR and Finance for new hires, separations, transfers, name changes, and/or other actions as appropriate. |
| Examine and verify employee information updated by automated human resources processes. |
| Maintain various types of employee files and perform quarterly audits for quality control. |
| Proactively review and collaborates to develop improvements to current processes and projects. |
| Promote technology to increase productivity, decrease rework and eliminate manual effort. |
| Prepare and present information to a variety of District staff on various topics related to personnel management in a training environment. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of principles, practices and standards of human resources administration in support of the Human Resources and Finance Departments. |
| Knowledge of human resources information systems (HRIS) to include but not limited to MUNIS, Veritime, Aesop, and/or similar systems. |
| Knowledge of database maintenance basic concepts. |
| Ability to perform accurate data entry. |
| Strong organizational skills and proven ability to communicate effectively orally and in writing. |
| High detail orientation; self-directed and self-motivated; able to work in a fast paced environment. |
| Skills in problem solving and decision making. |

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| **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 extended periods of time. |