TITLE: **Human Resources** **~~Lead Generalist~~ Systems Specialist**

QUALIFICATIONS:

1. ~~Has~~ Minimum of five (5) years of experience in human resources ~~management~~, benefits administration and/or employment law; or
   1. Associate Degree in Human Resources related field ~~preferred,~~; or
   2. Holds certification in human resources or related field from an accredited community college, college, university or human resources credentialing authority (HRCI, SHRM, etc.) ~~or~~
2. Proficiency in the use of ~~computers~~ business technology;~~, standard computer programs and human resources related software, to include intermediate to advanced skills in spreadsheet, word processing, presentation and e-mail software as well as online vendor billing software systems~~ to include standard office computers and programs (word processing, spreadsheets, presentations, e-mail, real-time shared databases and documents), Human Resource Information Systems (HRIS), employment application software, databases, report writing software; ability to learn and utilize new software used in the daily operation of the Human Resources department
3. Has demonstrated competence in compliance requirements related to employment laws, statutes, regulations, and policies
4. Demonstrated ability to develop and/or obtain training materials, utilize training materials to provide training to all employee types, and assess employee learning to demonstrate employee understanding after a training session(s)
5. Evidence of self-starting and completing projects with minimal instruction or direction
6. Excellent time management skills and ability to complete assigned tasks within the assigned timeframes
7. Excellent customer service and interpersonal communication skills including the ability to communicate and work effectively with employees~~, staff, and plan administrators~~ prospective employees, vendors, and the general public

REPORTS TO: ~~Assistant~~ Director Human Resources, or designee

JOB GOAL: To ensure the efficient and effective use of all available technology and software related to the operation of the Human Resources department; ensure all processes and procedures performed by Human Resource team members are efficient and effective; assist in developing standardized Human Resource procedures and practices; provide overall support to each generalist within the Human Resources department.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions related to Human Resource ~~generalist job responsibilities~~ operations
2. ~~Oversee and a~~Assist the ~~work of the~~ ~~HR~~Human Resource Generalists in all aspects of hiring ~~certified, classified and extra duty staff to include~~ in the event of Human Resource Generalist absences or during times of peak demand:

* Processing Staffing Requests
* Managing job postings
* Processing employment recommendations
  + - Conducting new hire orientations
* Administering job transfer request
  + - Verifying employment experience
    - Maintaining position control
    - Processing status changes
    - Preparing and distributing employee contracts and correspondence
    - Coordination of termination process

1. ~~Understand processes of all generalists and assume duties of any generalist in the event of an absence~~Develop and maintain a complete and detailed understanding of existing technology used in daily Human Resources operations; review alternate technology options for a more efficient operation and lead the selection and implementation of such technology; consider cost-effectiveness of existing and future software selection
2. ~~Communicate with district administration to fill vacancies expeditiously~~Develop and deliver training materials and training programs to district-wide and individual employees and stakeholders related to Human Resource technology and software
3. Provide timely Human Resources’ support to all district employees
4. Coordinate special projects and assignments with the Human Resource team
5. Serve as a liaison between Human Resources and all other schools/departments ~~within the Central Office~~
6. ~~Assist HR administrative assistant in compiling information necessary for board of education meetings~~Maintain accurate user account information within Human Resource related software; assist administrators and employees with accessing and using applicable software; provide tutorials and training as needed
7. ~~Maintain proficiency in current HR technologies and develop competency in emerging HR software~~
8. Assist in keeping personnel processes in compliance with federal, state, and local laws, regulations, policies and contracts. Provide information to other departments, applying knowledge of district policies and procedures
9. ~~Assist in maintaining and updating all job descriptions, employee handbooks and departmental website information, assuring that they are accurate and up-to-date~~ Prepare and maintain a variety of related records, lists, and reports
10. Maintain regular attendance
11. Perform other related duties as assigned as by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 13)
* 8 per day
* 40 per wk.
* 246 days
* 12 months
* Board approved 10/12/2017
* Revised: ??/??/????