

POSITION:	Human Resources Generalist
POSITION SUMMARY:	The Human Resources Generalist supports the daily operations of the district's Personnel Office by performing a wide range of HR functions including employee onboarding, records management, policy compliance, employee relations, and support for recruitment and retention efforts. This position ensures consistent application of district policies and state/federal regulations and serves as a liaison between employees, administrators, and the Personnel Department.
QUALIFICATIONS:	Education and Experience: • experience in human resources or a related administrative role (experience in a school district preferred) Skills & Abilities Strong knowledge of HR practices, labor laws, and personnel administration Excellent organizational, communication, and interpersonal skills Proficiency in Microsoft Office and HRIS platforms (experience with Frontline or Infinite Campus preferred) Ability to manage multiple tasks with attention to detail and accuracy Ability to maintain confidentiality and exhibit sound professional judgment

	Strong commitment to customer service and teamwork
REPORTS TO:	Director of Personnel
PERFORMANCE RESPONSIBILITIES:	Essential Duties and Responsibilities: • Coordinate and manage the onboarding and offboarding process for all classified and certified employees • Maintain accurate and up-to-date personnel records in accordance with board policy and regulatory guidelines • Assist with job postings, application screenings, and the hiring process • Provide support and guidance to employees regarding district policies, procedures, benefits, and personnel-related inquiries • Ensure compliance with state and federal employment laws and regulations (e.g., FMLA, ADA, EEOC, KRS statutes) • Prepare reports, memos, and correspondence related to staffing, certification, and personnel data • Assist with employee training coordination, including compliance training documentation and tracking • Support the evaluation and certification process by monitoring timelines and documentation requirements • Assist with the administration of employee leaves and workers' compensation claims • Coordinate fingerprinting, background checks, and verification of employment eligibility • Maintain confidentiality of all personnel matters and handle sensitive information with discretion • Participate in special projects and other duties as assigned by the Director of Personnel Working Conditions: • Office environment with frequent interaction with employees, administrators, and the public

	• Occasional travel between schools and district buildings may be required • May require extended hours during peak hiring or compliance seasons
TERMS OF EMPLOYMENT:	Employment for 238 days, with salary to be determined by the adopted salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel. Evaluations will be conducted by the Director of Personnel.

Board Approval:

