



HUMAN RESOURCES SPECIALIST I

Classification: Professional-Technical Level 1

Location: District Office

Reports to: Director of Human Resources

FLSA Status: Non-Exempt

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Responsible for performing a variety of administrative support services to assist the director in preparing for and carrying out employee relations and labor relations functions.

Part II: Supervision and Controls over the Work

Serves under the direction and guidance of the district's human resources director. Is held responsible for carrying out assigned tasks and areas of responsibility. Work is guided by, and must be in compliance with policy direction of the school board, compliance with state and local requirements, collective bargaining agreements, and with the direction of the human resources director.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Assists the director by performing a wide variety of administrative tasks and services to include, but not limited to:
 - a. Conducts salary and employment condition surveys of other districts to gather data to support collective bargaining and administrative decision making.
 - b. Assists in and tracks grievances, arbitrations, and other third party hearings. Researches and gathers information; coordinates, schedules and prepares logistics for meetings and conferences; may take and transcribe minutes.
 - c. Gathers documents and assists in their preparation for release under public and general records requests.
 - d. Communicates with labor associations on behalf of the director to include conveying information and materials, and scheduling and preparing agenda for labor management meetings.
2. Performs routine office and secretarial support functions for the director to include receipt and distribution of mail, contributing to scheduling and maintaining calendars, recording and transcribing meeting minutes. Organizing and maintaining records and files.

3. Receives phone, electronic, and personal inquiries from employees, applicants, supervisors, and other visitors to the human resources office. Gains an understanding of the inquirer's needs, identifies resolution of the need and provides direct assistance if possible, and refers to other staff who can respond to the need when not personally able to address the issue.
4. Assists in preparing customer communications to provide employment information. Such communications may be hard copy, electronic, or web-based. Participates in design layouts of publications and materials, assembling documents, proofreading publications, and assuring professional presentation.
5. Reporting: Maintains data and prepares reports as required. Reports may be complex and require a high level of accuracy. Assures confidentiality and security of reports and data directly related to the district's positions and issues for collective bargaining as well as the district's position relative to grievances, arbitrations and third party hearings.
6. Performs a variety of administrative tasks in support of the human resources director and human resources office operations.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in human resource management, business, public administration, and/or other related fields.
3. Minimum of three years of progressively responsible office administration experience.
4. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
5. Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
6. Strong oral and written communication skills and knowledge and skill in proper use of English grammar, spelling, and syntax.
7. Ability to effectively communicate and interact with customers who may be emotionally upset, demanding, or angry.
8. Ability to work both independently and cooperatively, exercise judgment, strong interpersonal skills, and skill to organize work.



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9. Knowledge and skill in the effective use and application of office technology, internet technology, and data base systems. Ability to accurately keyboard at 60 words per minute or more.
10. Ability to accurately gather, compile, and present data in usable and reliable formats.

Part V: Desired Qualifications

1. Bachelor's degree in general study areas or areas specifically related to the position.
2. Skill in language(s) common to the district.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, bend, lift, carry, move about, hear and speak. May be required to spend extensive time working at computer displays.

Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.