

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
May 5, 2025



POSITION: Human Resources Generalist (Non-Union)
LOCATION: Centennial District Office – Human Resources Department
HOURS: 8 Hours Per Day (7:30am – 4:00pm)
CALENDAR: 260 Days Annually; July - June (will be prorated based on start date)
SALARY: \$28.18 - \$32.39 Per Hour
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: May 26, 2025, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The Human Resource Generalist provides high-quality, confidential administrative support to the Human Resources Department. This position performs a variety of technical, clerical, and coordination duties to ensure efficient operations and services related to Human Resources functions. The role assists with processing employee transactions, maintaining confidential records, and supporting District-Wide compliance and communication needs within the scope of Human Resources operations.

ESSENTIAL JOB FUNCTIONS:

- Provide general administrative support to the Human Resources Department including document preparation, data entry, record maintenance, and responding to staff inquiries.
- Process calculation of salaries (stepovers, range/step/hour changes, final pay, etc.), develop contracts, create support staff calendars, and assist in the fiscal year end process.
- Support the onboarding process for new employees, including background checks, I-9 processing, licensure tracking, and SafeSchools training assignments.
- Track and process employee evaluations in PowerSchool Perform and maintain related personnel records.
- Maintain confidential Human Resources records and databases including personnel files, licensure and licensure renewals, evaluations, salary placements, and employment verifications.
- Assist with employee data entry in the information and financial systems (e.g., Infinite Visions).
- Represent the Human Resources Department in a positive, professional manner.
- Evaluate situations (e.g. involving a high volume of District personnel, community, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintain confidentiality of sensitive employee and organizational information at all times.
- Monitor timelines and assist with tracking leave requests under Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Americans with Disabilities Act (ADA) accommodations, and Oregon Paid Family Leave in collaboration with other Human Resources staff.
- Coordinate scheduling and communications for Human Resources-related meetings and appointments.

OTHER JOB FUNCTIONS:

- Provide support to the Director of Human Resources.
- Support Human Resources events such as employee orientation, training, recognition programs, and recruitment fairs.
- Assist with preparation of reports and data submissions to the Oregon Department of Education and other regulatory bodies.
- Maintain and update content on the Human Resources webpage and internal documents as directed.
- Collaborate with other Human Resources staff to ensure alignment of procedures and efficient service delivery.
- Participate in job posting and recruitment-related administrative tasks.
- Process documentation related to payroll, W-4 forms, vacation tracking, and tuition reimbursements.
- Arrange and schedule meetings, appointments, conferences, etc.
- Perform other duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Education & Experience:**
 - High school diploma or equivalent required; associate degree or post-secondary coursework in business, Human Resources, or a related field preferred.

- Proficiency in word processing and data management applications including Microsoft Word, Excel, Google Workspace, and web-based programs.
- Minimum of two (2) years of experience in a secretarial, administrative, or clerical role requiring confidentiality, accuracy, and public interaction.
- Experience in an educational or public agency setting is preferred.
- **Knowledge, Skills & Competencies:**
 - Working knowledge of basic Human Resources procedures, employee recordkeeping, basic accounting, financial/ statistical record-keeping, and office practices.
 - Experience and proficiency in office software (Microsoft Word, Excel, Google Suite, database systems) and web-based Human Resources platforms (e.g., PowerSchool, Infinite Visions, SafeSchools).
 - Strong working knowledge of employment laws, collective bargaining agreements, Board and Human Resources policies, Administrative Regulations, and state Human Resources procedures.
 - Strong verbal and written communication skills; attention to detail and accuracy in data entry and documentation.
 - Ability to learn and navigate Human Resources software systems such as Infinite Visions and PowerSchool.
 - Capable of managing time effectively, prioritizing tasks, and adapting to changing demands in a fast-paced environment.
 - Demonstrated ability to maintain confidentiality and handle sensitive information with integrity.
 - Ability to work both independently and collaboratively within a team environment.
- **Disposition:**
 - Commitment to equity and willingness to engage in continuous learning around equity issues in education and Human Resources.
 - Ethical and reliable with strong attention to detail.
 - Demonstrates initiative and adaptability in a fast-paced environment.
 - Maintains a service-oriented mindset toward staff and community.
- **Physical Abilities:**
 - Sit for prolonged periods; lift and carry up to 50 pounds; reaching/handling/fingering office equipment and objects; talking/hearing conversations; visual acuity.
- **Licenses, Bonding, and/or Testing Required:** Valid driver's license and Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

TO APPLY:

To be considered for this position, applicants are required to apply online through [PowerSchool SchoolSpring](#) with the following documents uploaded:

1. Letter of Interest/Cover Letter
2. Current Resume
3. Three (3) Current Letters of Recommendation

For information about the position, contact:

Mairi Scott-Aguirre, Interim Director of Human Resources
Email: mairi_scott-aguirre@csd28j.org

For questions about applying, contact:

Shannon Burley, Confidential II Secretary
Email: shannon_burley@csd28j.org