



HUMAN RESOURCES SPECIALIST

Confidential Employee

Title	Human Resource Specialist	Work Calendar	12 month (260 days)
Reports To	Director of Human Resources	Classification	Confidential
Evaluation Rubric	Confidential Evaluation	FLSA Status	Non-exempt

Job Summary

The Human Resources Specialist (HR Specialist) works with the Director of Human Resources to support human resources functions for District staff. The HR Specialist provides support to administrators, certified, classified, and confidential staff in a manner that promotes district goals; supports the district in complying with labor laws; and helps coordinate various human resources functions, programs, systems, and procedures that maximize the effectiveness of employees in providing the various aspects of the instructional program for students. Most tasks are non-routine and require considerable reliance upon the use of independent judgement. Only on occasion are questions referred to the supervisor for advice. The role must deal professionally and diplomatically with highly confidential and sensitive information and issues and is, therefore, expected to possess and exercise the highest level of professional ethics. The HR Specialist requires frequent communication with non-district personnel during which time this employee is the sole representative of the district.

Essential Job Functions

- Exercises independent judgement to manage daily operations of the human resources department in a manner consistent with administrative direction, district policies, procedures, and district goals.
- Establishes and maintains effective communication within human resources and the central office to ensure coordinated action, efficiency, and high morale.
- Keeps current on licensure rules, progress in contract negotiations, salaries, vacancies, bargaining agreement language, methods of pay procedures, etc. to be able to answer queries from employees and patrons
- Serves as a resource to district administrators on district practices and processes, TSPC licensure requirements, and labor law
- Collects, enters, and verifies accuracy of employee data in the human resources and payroll system
- Administers and maintains human resources information systems (e.g. Frontline, iVisions), including initial set-up and ongoing administration. Provides assistance in system upgrades through testing, reporting, and documenting changes
- Assists and provides support with union contract negotiations. Updates union agreements and salary schedule changes as necessary
- Maintains employment forms, records, and files according to established district, regulatory, and legal guidelines
- Keeps current on all employee benefits, including health insurance and retirement benefits, and assists employees with open enrollment and mid-year changes
- Distributes and collects all individual employment contracts and salary pay calculations
- Processes all mid-year employment changes in all necessary systems and prepares a personnel report for school board when needed

- Tracks and processes all staff tuition reimbursement requests and calculates salary schedule advancements
- Maintains a strong understanding of state and federal employee leave law and manages leaves of absences, including FMLA/OFLA/PFMLI requests; ensures compliance with district policies, association contracts, federal and state laws, HIPAA; documents and communicates leave status to supervisors and requesting employees.
- Researches and informs the Director of Human Resources and team of new BOLI laws and requirements
- Assists with the development of department goals, objectives, and systems
- Interprets employee contracts, supports district-wide staffing, and staff assignments throughout the year
- Acts as the primary contact for all new district employees to assist with intake and onboarding process
- Conducts recruitment and attends recruitment events for all licensed, non-licensed personnel, and temporary employees
- Develops and conducts detailed new-employee orientations
- Assists in evaluation of reports, decisions, and results in relation to established goals. Recommends new approaches, policies, and procedures to produce continual improvements in department efficiency and service.
- Updates and maintains management tools for evaluations and performance development. Supports monitoring of evaluation completion in a timely manner that is consistent and in alignment with state statutes and district policies
- Develops and maintains descriptions for job classifications and recruitment
- Audits and maintains position control for all district positions; provides reports to administrators as necessary
- Develops and maintains employee work calendars based on recommendations from district calendar committee
- Assists with staff development, staff retention, and training
- Serves as district liaison with the workers' compensation insurance company. Provides and follow up on claim information and documents. Stays current on and coordinates benefits, programs, and reimbursements. Arranges and attends claims reviews
- Acts as unemployment liaison and Employee Assistant Program liaison. Acts as district liaison with other agencies as needed
- Oversees yearly staff state and federal compliance training requirements, updates training system with assigned courses, and assures staff completions in a timely manner
- Provides leadership for the preparation and execution of annual human resources functions and activities
- Compiles and assimilates reports and surveys required by state, federal, and other external agencies
- Serves as a member of the site Safety Committee and serves as an advisor to District Safety Committee
- Tracks student teacher placement and process reduced tuition vouchers
- Tracks child abuse reports and create a file
- Updates employee handbook as needed
- Assists with maintenance of human resources department website
- Fulfils other related duties as assumed or assigned

Essential Job Requirements – Qualifications

Experience / Education

- Successful office experience in a complex environment for a period of no fewer than five (5) years
- Exhibited proficiency working with a diverse population in potentially emotionally charged and/or strained situations
- Experience working within a school office setting, particularly a public school HR setting, preferred
- High school diploma or equivalent
- Minimum of two (2) years of college/university studies earning associate's degree in business and/or human resources management or have equivalent experience

Essential Knowledge, Skills, and Abilities

- Knowledge of laws, regulations, rules, policies, collective bargaining agreements, and related documents
- Strongly effective oral and written communication skills
- Excellent interpersonal skills
- Ability to carry out work responsibilities effectively under pressure of deadlines, interruptions, and new or emergency situations
- Extensive knowledge of Microsoft Office and Google Suite programs and ability to create, manipulate, and maintain spreadsheets
- Strong skills in independently planning, organizing, and carrying out work assignments
- Strong skills in communicating with credibility and confidence, both in oral and written form
- Ability to understand the district's instructional goals and carry out work assignments in a manner that supports those goals
- Ability to travel amount district facilities as needed; if driving, the ability to meet district driving standards
- Ability to collaborate and use initiative and judgement in accomplishing tasks
- Ability to be organized, manage time and resources to perform multiple tasks simultaneously with the capability to develop skills to meet changing job conditions
- Ability to maintain professionalism and confidentiality of all district transitions
- Ability to work harmoniously with others and demonstrate positive conflict resolution skills
- Ability to take responsibility for own professional learning and maintain professional and technical knowledge by participating in professional development activities
- Skilled in managing and delivering effective customer service to all district stakeholders
- Willingness to take on a variety of new and challenging projects with minimal or no directions
- Ability to produce detailed documents and correspondence dealing with complex issues
- Ability to consider and research multifaceted topics to develop unbiased and sound business solutions for consideration by the supervisor and/or other invested administrative staff
- Hold and maintain a Notary Public commission
- Maintain a valid Oregon driver's license

Physical Requirements

The physical demands 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 functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required, in an 8-hour day, to sit for 5-8 hours; stand/walk/move around for 1-4 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finely manipulate, handle or feel objects, tools, or controls.
- Regularly reach with hands and arms
- Lifting 20 pounds occasionally with frequent sitting and intermittent standing / walking.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop and/or bend.
- Occasionally required to travel within the district and infrequently travel outside the district.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Temporary modifications to provide reasonable accommodation do not waive any essential junctions of the job requirement.

The noise level in the work environment could be low to moderate. The employee's work is most frequently indoors but occasionally requires going outdoors in the weather to pass from building to building and drive from site to site.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this or the position at any time it deems advisable.

Roseburg Schools recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities, or employment. Roseburg Schools provides equal access to individuals with disabilities.

Roseburg Schools is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Roseburg Schools is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Michelle Knee, Assistant Superintendent, 541-440-4008 or mknee@roseburg.k12.or.us For more information, see District Policy CBA – Equal Employment Opportunity.

Reasonable accommodation(s) for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Acts of 1990 and the Americans with Disabilities Act Amendments of 2008 (ADA). Individuals with disabilities may contact the Director of Human Resources for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.

Workplace Expectations

- The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
- In every aspect of this position, employee must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students and the public; use of time and district property as well as representation of absence from duty leave.
- The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only while performing assigned responsibilities and in the best interest of the individuals involved.
- The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

Employee Statement

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time. When this happens, the district will provide me with the revised job description and I will remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) to fulfill any or all of these essential functions, I will inform the district prior to beginning work in this position.

Employee Name (please print) _____

Signature _____ Date _____