

JOB TITLE	DEPARTMENT	REPORTS TO
Human Resources Generalist	Human Resources	Human Resources Administrator

<b>Position No:</b> 77330	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C23	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 9/9/16; 6/17/22; 3/20/23; 3/18/24; 8/28/25

JOB GOAL
<p>Under general supervision, the purpose of this position is to perform district-based duties associated with coordinating specialized areas of human resources functions: responsibility for overall supervision of personnel records, coordination of procedures for employee payment with other organizational units, supervision of day-to-day office procedures for personnel services, and ability to interpret compensation plans and school board policy. Employees in this classification perform a variety of duties including researching, using a database, accessing the computer system, and verifying and interpreting state statutes and procedures. This position also serves as an informational resource in their specialized area for all district instructional and non-instructional personnel.</p>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. AA degree or significant relevant experience. Bachelor's degree preferred.</li> <li>2. A minimum of five (5) years of responsible clerical experience and at least one (1) year of HR generalist experience or two (2) years of extensive experience and/or deep knowledge with Skyward (or similar databases) preferred.</li> <li>3. Knowledge of clerical details, office practices, procedures and methods, and the various phases of personnel work.</li> <li>4. Knowledge of data entry and computer operation.</li> <li>5. Skilled in the application of modern clerical and administrative techniques and practices as they apply to personnel administration.</li> <li>6. Attention to detail, ability to prioritize tasks and work independently.</li> <li>7. Ability to pass an intermediate skills exam on Excel.</li> <li>8. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. <b>Data Utilization:</b> Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.</li> <li>2. <b>Human Interaction:</b> Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.</li> <li>3. <b>Mathematical Aptitude:</b> Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.</li> <li>4. <b>Functional Reasoning:</b> Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.</li> <li>5. <b>Situational Reasoning:</b> Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory,</li> </ol>

judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

6. Initiates critical thinking in problem solving and decision making, as necessary and exercises good judgment in resolving customer service issues.
7. Prepares various forms and documentation upon request; may include researching data for the administrator through the Internet or other resources.
8. Analyzes and researches problems and outlines possible solutions.
9. Assists in annual increase of experience/salary for all personnel.
10. Enters all background checks.
11. Provides materials and information to auditors during audits.
12. Processes, tracks and monitors employees with negative personal leave balances, on workers compensation, on a leave of absence, receiving zero net checks, changed payroll areas or have had terminations entered late to ensure timely and accurate payment.
13. Evaluates and processes employment applications; represents district at various job fairs and advises on hiring requirements.
14. Prepares form letters to communicate with potential and current employees; routes letters for copy and mails out.
15. Accesses database information from a district-based computer system; analyzes, compiles, and interprets information presented on system.
16. Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs.
17. Operates a variety of machinery, equipment, and tools associated with department activities, which may include a copy machine or fax.
18. Responsible for keeping up to date on current technology, as job appropriate, being used by SLPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
19. Serves as a liaison between the various departments within the district for processing payroll.
20. Responsible for timely and accurate information they maintain as part of their job responsibilities.
21. Coordinates procedures for payment of non-instructional employees with payroll department and data processing unit according to adopted salary schedules.
22. Coordinates processing procedures for annual reappointment of all employees.
23. Prepares personnel recommendations for official board minutes.
24. Prepares records and data for microfilming.
25. Maintains files of statistical information for research.
26. Prepares HR-related reports as requested.
27. Performs assigned tasks in a timely and efficient manner.
28. Performs assigned tasks with a high standard of quality.
29. Performs other duties as assigned by the supervisor.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.