

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> HR Employment Specialist	<b>Department:</b> Human Resources	<b>Unit:</b> Unaffiliated
<b>Immediate Supervisor:</b> Director of Human Resources	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-Exempt

#### Job Summary:

Under the direction of the Director of Human Resources, the HR Employment Specialist is responsible for implementing employment processes of the District in providing assistance to applicants in the application process and for maintaining employment records and files. Duties of the job include posting district vacancies and assisting applicants in the employment process; orienting new staff and substitutes; maintaining, setting up and updating employee data in HR tracking/database programs (e.g. AppliTrack, SafeSchools, AESOP, Skyward, etc.).

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes and conduct new employee orientation and training in district systems.
  - Provides employees and introductory overview of software systems utilized by the District (e.g. Skyward, AESOP, AppliTrack, Safeschools, etc.).
  - Ensures applicants/new hires complete all employment forms and processes background checks in accordance with federal and state requirements.
2. Provides general administrative support activities in the Human Resources Office.
  - Handles inquiries and compiles research concerning questions and issues.
  - Completes correspondence, generates and distributes correspondence, memos, employment verifications and/or reports.
  - Follows data privacy requirements in handling employee data and information.
3. Implements and produces district postings and advertises openings on various websites. Provides guidance to staff users and applicants in the use of the District’s applicant tracking system.
4. Assists in establishing and maintaining seniority and probationary status of licensed staff and prepares updated seniority lists.
  - Researches and responds to inquiries.
  - Manages the educational assistant lay-off pool and corresponding offers according to labor agreement requirements.
5. Manages and maintains web-based systems including AESOP, AppliTrack and Safeschools applications and provides technical assistance to users of the system(s).
6. Provides clerical support for the Community Education Licensure Committee and creates a report to assist them in the proper renewal of all staff whose license is due to expire.
7. Performs other duties of a comparable level or type, as required.
  - Keeps abreast of changing developments, trends, and technologies within the field.
  - Serves as a Notary Public for the district and acts as an official witness when legal documents are signed.
  - Attends training sessions, in-services, conferences or meetings.

## SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) Associate's Degree	
less than high school diploma		<b>Major field of study or degree emphasis:</b> Human Resources, Personnel Management, Industrial Relations, or closely related field	
High school diploma or GED.			
1 year college	x		
3 years college		4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level			
		<ul style="list-style-type: none"> <li>• Basic understanding of human resources functions, programs and activities.</li> <li>• Knowledge of bargaining agreement terms and conditions pertaining to provisions related to job assignments.</li> <li>• General office and general administrative procedures and operational requirements.</li> <li>• Computer operations, equipment and typical productivity software, databases or applications used within the district and HR (i.e. Microsoft Office, AppliTrack, AESOP, Skyward, or other comparable applications/programs).</li> <li>• Knowledge of basic record retention, record/file/database maintenance requirements and operations in the posting and maintenance of employment, employee, and substitute personnel records/data.</li> <li>• Basic understanding of data privacy requirements, laws and rules as it pertains to job assignments.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years related HR experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Valid MN driver's license. Notary License.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Customer service, communication and human relation skills in assisting, dealing with informational requests, questions or concerns of staff, managers or public concerning HR, employment, or terms and conditions of employment.</li> <li>• Applying and following human resource and recording keeping operations and procedures in the maintenance of personnel and employment files and records.</li> <li>• Applying and appropriately interpreting and explaining various district policies, procedures, data privacy, contract terms or conditions to district staff, managers, and the public and in accordance with the responsibilities and authority assigned to the work.</li> <li>• Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. Ability to calculate ratios, percentages, percentiles, averages or other descriptive statistics.</li> <li>• Presentational skills in orienting and training staff in district software and applications.</li> <li>• Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department.</li> <li>• Administrative and support skills in updating and maintaining employment/personnel files and records.</li> <li>• Applying and following applicable labor agreement provisions and relevant laws and/or regulations pertaining to job responsibilities.</li> <li>• Performing work assignments requiring attention to detail, precision and accuracy.</li> <li>• Performing assigned functions with minimal direction in accordance with established</li> </ul>	

management, departmental operations, and work methods and procedures.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs			x	
Walk		x			Up to 25 lbs	x			
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

## SECTION IV: DISTRICT MISSION AND CORE VALUES

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

## SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<p>_____</p> <p><b>Department Head's Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>Classification History:</b> Created classification description 6/2016 BCC</p>	