



District OR-1: Home of the Panthers!
Job Description: Human Resources Support Specialist
Updated: March 1, 2023

It is the policy of District OR-1 Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

JOB TITLE: Human Resources Support Services Specialist

REQUIREMENTS:

- Associate's Degree or higher from an accredited university or college
- Prior office experience and an understanding of human resource management preferred
- Experience with payroll, benefits, and other personnel functions preferred
- Willingness to complete required training in accordance with district guidelines
- Evidence of successful work experiences in an office or business environment
- Proficient with office management software programs (Software Unlimited, Adobe, Microsoft Office, etc.)
- Proficient with/or the ability to quickly learn payroll management/human resources information system (Software Unlimited), and similar computer applications
- Such alternatives to the above qualifications as the Board of Education may find appropriate
- Successfully pass required district background check

REPORTS TO: Superintendent

RECEIVES GUIDANCE FROM: Superintendent

JOB GOAL: This position is responsible for personnel duties including, but not limited to: ensuring compliance with all local, state, and federal personnel requirements; preparing job descriptions and postings (advertisements) that reflect district needs; organizing online applications and interview processes; completing all pre-hire requirements, managing the employee benefits and payroll program as a liaison to staff members and the school business manager, maintaining an accurate database of all district employees, including confidential personnel files; and completing all personnel documentation necessary for regular Board of Education meetings.

TERMS OF EMPLOYMENT: Full-Time: 12 month position as established by the Board of Education.
Hours are 7:30 a.m.-4:00 p.m. Monday-Friday.

JOB STATUS: Non-exempt (Classified / Hourly)

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the district's Personnel Evaluation Policy

ESSENTIAL DUTIES:

- Consistent and punctual "on site" attendance at the worksite is an essential job function.
- Accurately and efficiently input (and export) confidential employee data in a secure manner into district approved software databases.



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- Secure confidentiality at all times and maintain an ethical and respectful attitude.
- Work collaboratively as a team.
- Gain knowledge of employment laws, procedures, rules, and regulations.
- Place job postings of open district employment positions on various print media and designated social media platforms.
- Analyze and verify accuracy of employee timesheets and other personnel related documents.
- Correctly process district payroll for all employee groups and review/verify monthly payroll records and reports.
- Properly code personnel for budgeting purposes in conjunction with the business manager.
- Review and prepare all required paperwork for new hires, including background checks.
- Enroll new employees in available benefit programs.
- Coordinate health, dental, and prescription insurance enrollments and coverage changes for all employees.
- Review monthly billing from insurance providers for accuracy.
- Facilitate positive customer service by responding to employee requests and questions.
- Manage substitutes and help to recruit and process substitute teacher paperwork.
- Maintain current and confidential personnel files in compliance with state and federal standards.
- Maintain and update employee job descriptions.
- Maintain records of all non-tenured and tenured teacher evaluations.
- Investigate/research questionable timesheet entries and take corrective action as needed.
- Communicate and assist in developing, recommending, and interpreting district policies, regulations, and procedures related to payroll entry.
- Provides courteous, responsive, and accurate information to all stakeholder groups.
- Conduct in-service/virtual training opportunities as needed to assist employees with payroll and benefits questions and concerns.
- Follow district safety standards, as prescribed.
- Use computers, software applications, and data entry procedures related to payroll systems.
- Communicate clearly, both verbally and in writing.
- Plan, organize, and prioritize work assignments.
- Use an adding machine, calculator, and 10-key proficient.
- Exercise judgment and demonstrate initiative of when to act independently, and when to refer situations to supervisors.
- Work cooperatively with district staff, the public, and district vendors and local businesses.
- Demonstrate high quality interpersonal communication skills.
- Role model pride in the school and positively promote the district.
- Collaborate with colleagues and actively participate in professional learning experiences.
- Attend educational workshops, training, and professional improvement programs to maintain and enhance professional competence.
- Perform other related work as required

INTERPERSONAL SKILLS:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.



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- Ability to reason and proactively solve problems.
- Ability to multitask, work independently and demonstrate initiative within established procedures
- Accepts feedback from supervisor with self-reflection and a growth mindset.

OCCASIONAL:

- Suggests positive recommendations for the continuing review and development of human resource programs.
- Performs other duties within the scope of employment and certification as assigned by the appropriate administrator.

OTHER REQUIREMENTS (*Intellectual, Sensory*):

- Effective oral and written communication skills
- Skills in leadership, organization, problem solving and conflict resolution
- Skills in human relations; ability to deal with a variety of people
- Ability to work under stress

WORK ENVIRONMENT/ CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work varied hours as requested including early mornings and evenings on occasion.
- Ability to work in a smoke-free and drug-free work environment.

PHYSICAL DEMANDS:

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 essential functions.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting or standing for extended periods of time.
- Strength, movement, auditory, taste/smell, and vision demands specific to the job.
- Manual dexterity to handle computer and phone requirements.
- Mobility to work in a typical office setting and use standard office equipment.
- Stamina to remain seated and maintain concentration for an extended period of time.
- Hearing and speech to communicate in-person, via conference and computers, or over the telephone.