

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE: 12/26/95
LAST REVISION DATE: February 2019
BAND & GRADE: B-2-1-4

POSITION TITLE: Human Resources Secretary

IMMEDIATE SUPERVISOR: Director of Human Resources

Job Summary (Basic Purpose of Position)

Provide general secretarial/clerical assistance and support to the Human Resources Office.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.00 PERFORM DUTIES RELATED TO APPLICATION PROCESS</p> <p>1.01 Create, prepare and distribute/post notices of job opportunities on District bulletin boards, website, media outlets, and various electronic job boards.</p> <p>1.02 Communicate with posting agencies, applicants and supervisors regarding vacancies and job postings.</p> <p>1.03 Assist applicants with the online application process.</p> <p>1.04 Prepare applicant interview files to include: application and supplemental materials, interview questions, hiring procedure outline, reference check forms, etc.</p> <p>1.05 Schedule candidates for interviews and applicable testing.</p>	<p>B2</p> <p>B2</p> <p>A1</p> <p>B2</p> <p>A1</p>			<p><u>Knowledge of:</u></p> <ol style="list-style-type: none"> District policies and procedures. Correct grammar, spelling and punctuation. Computer technology/programs. Proper telephone procedures. Human relations skills. Record retention. Data management systems. Word processing software. Database software. Spreadsheet software. 	<p>1.01 Job announcements were created, prepared, distributed and posted in accordance with District policies and in a timely manner.</p> <p>1.02 Accurate information was provided to applicants, media, and supervisors.</p> <p>1.03 Assistance was provided to applicants in completing the online application process.</p> <p>1.04 Hiring authority was provided with a complete interview file for each candidate prior to an interview.</p> <p>1.05 Interviews and testing were scheduled in a timely manner.</p>

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1.06	Administer testing related to bona-fide occupational qualifications (BFOQs) and other screening tools.	A1/B2			1.06	Appropriate tests were administered to applicable candidates and tests were scored accurately and timely.
1.07	Archive interview materials in accordance with District policy and procedures.	A1			1.07	Interview materials archived appropriately/correctly.
2.00	ONLINE EMPLOYEE TRAINING SYSTEM MANAGEMENT					
2.01	Coordinate the import of employee data with the software vendor.	B2			2.01	Employee data has been imported accurately and timely.
2.02	Notify new employees of required online training components and monitor for completion.	A1			2.02	New hires have been notified of required training components and completion has been verified.
2.03	Distribute new and revised personnel policies to applicable staff and monitor that all employees have completed the "review and acceptance" procedures.	A1			2.03	New/revised personnel policies were distributed to appropriate staff and all review and acceptance procedures have been complete.
2.04	Notify appropriate staff of required annual training components and monitor for completion.	A1			2.04	Appropriate staff were notified of annual training requirements and completion has been verified.
2.05	Notify the Human Resources Director and appropriate supervisor when required training has not been completed in a timely manner.	A1			2.05	Human Resources Director and appropriate supervisor were notified when employees have not completed training components in a timely manner.
2.06	Complete reports regarding online training.	A1/B2			2.06	Routine and requested reports were completed in a timely manner.
3.00	BACKGROUND CHECKS					
3.01	Assist new hires, student teachers and volunteers in completing criminal background check authorization forms.	A1/B2			3.01	New hires, student teachers, and volunteers have accurately completed background check authorization forms.
3.02	Completed background check authorization forms are submitted to the District's vendor	A1/B2				

Skills:

1. Type at least 65 wpm net.
2. Filing
3. Operate office machines and computer.
4. MS Office Suite, or equivalent word processing, spreadsheet and database programs.
5. Web page editing

Ability to:

1. Communicate with people.
2. Plan and organize.
3. Maintain accurate records.
4. Manage time.
5. Maintain confidentiality.
6. Provide excellent customer service.
7. Communicate effectively both orally and in writing.
8. Use time efficiently.
9. Perform under stressful situations and with frequent interruptions.
10. Demonstrate consistent and reliable attendance.
11. Sit for extended periods of time.

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4.07	Update the Human Resources information on the District website to provide accurate and up to date information.	B2				4.08	Office equipment is in good working order.
4.08	Operate office machines (fax, copier, etc.) in a proficient manner.	A1				4.09	Continuing education clock hours have been recorded with 100% accuracy and forms distributed to appropriate staff.
4.09	Enter continuing education clock hour data into the State License Renewal System and distribute completed forms to appropriate staff.	A1				4.010	Provided assistance to the district continuing education committee and recorded data on district and state systems timely and accurately.
4.010	Assist the district continuing education committee with preparation of forms, filing documents, and entering data on district and state continuing education systems.	A1/B2				4.011	Information was entered accurately and on a timely basis.
4.011	Enter and update the Human Resources Information System (HRIS) as directed.	A1				4.012	Projects completed in a timely and satisfactory manner.
4.012	Perform other duties and special projects as assigned.	A1/B2				4.013	Confidentiality was maintained at all times.
4.013	Maintain confidentiality.	A1				4.014	Created and updated employee personnel and medical files accurately.
4.014	Maintain employee personnel and medical files.	A1				4.015	Prepared employee letters/notices regarding various leaves in a timely manner.
4.015	Prepare employee letters/notices relating to medical leave, childcare leave, dependent care leave, etc.	A1				4.016	Maintained a system for tracking jury duty, prepared appropriate correspondence and prepared deposit of jury duty stipends.
4.016	Create and maintain a system for tracking jury duty, prepare appropriate correspondence and process jury duty stipends submitted to the District.	A1					
5.00	PROCESS/MANAGE LEAVE REQUESTS FORMS/PROCESS						
5.01	Enter and maintain employee leave/time off data on applicable Human Resources Information system (HRIS).	A1				5.01	Leave data is entered and maintained with 100% accuracy.

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5.02	Approve leave forms that are consistent with district policies and employee agreements and forward any non-compliant leave requests to the Human Resources Director for appropriate action.	B2			5.02	Approved leave forms in a timely manner and submitted non-compliant leave forms to Human Resources Director.
5.03	Update and maintain the teacher sick leave bank records.	A1/B2			5.03	Maintained teacher sick leave bank records accurately.
5.04	File approved and denied leave forms and distribute copies as indicated by policy/procedure.	A1			5.04	Leave forms are distributed correctly and filed in a timely manner.
5.05	Monitor that leave forms have been submitted for all absences by reviewing substitute requests and notify appropriate building administrator/supervisor regarding missing leave forms.	A1			5.05	All leave forms have been obtained for all staff absences.
5.06	Complete annual report of each leave type used for each employee group.	B2			5.06	Annual report was completed and submitted to the Human Resources Director.
5.07	Complete the annual roll-over and accrual process for employee leave.	B2			5.07	Completed the annual process of updating leave accruals and balance rollover with 100% accuracy.
5.08	Assist in other leave duties as assigned.	A1/B2			5.08	Duties were completed to the satisfaction of the supervisor.
5.09	Calculate payments for unused personal leave and compensatory time off and prepare documentation for payroll processing.	B2			5.09	Payment calculations and documentation for payroll processing were prepared with 100% accuracy.
6.00	MISCELLANEOUS					
6.01	Other duties as assigned.				6.01	Other duties were completed as assigned.