

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
LAST REVISION DATE 12/2017
BAND & GRADE B-3-1-7

POSITION TITLE Human Resource Specialist

IMMEDIATE SUPERVISOR Director of Human Resources

Job Summary (Basic Purpose of Position)

Plan, coordinate and manage recruitment, applicant screening, employee leave, state reporting, employee database management, contract implementation, and other employment processes of 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					
1.00 PROVIDE SUPPORT SERVICES TO THE HUMAN RESOURCES DIRECTOR 1.01 Compose and/or edit and type correspondence. 1.02 Communicate with patrons, staff, and students. 1.03 Schedule appointments and maintain calendar. 1.04 Process mail. 2.00 MANAGE EMPLOYMENT PROCESS 2.01 Prepare and distribute recruiting materials for all vacancies. 2.02 Communicate with posting agencies, applicants and supervisors regarding openings. 2.03 Process applications for employment. 2.04 May administer testing related to bona-fide occupational qualifications (BFOQs) and other screening tools. 2.05 Compose correspondence to applicants.	B2/A1 B2/A1 B2 A1	D		Knowledge of: 1. District policies. 2. Minnesota statutes. 3. Federal regulations. 4. Human resources practices and procedures including recruitment and selection. 5. Wage and salary administration. 6. Minnesota professional licensure requirements. 7. Human Resources Office policies, practices, procedures, handbooks and manuals. 8. Records retention practices, procedures, rules and regulations. 9. Location of historical information and past	1.01 Correspondence was prepared and approved by the Human Resources Director in a timely manner. 1.02 Patrons, staff and students were provided with appropriate information. 1.03 Calendar was updated and maintained. 1.04 Mail was processed in a timely manner. 2.01 Positions were posted according to policies and procedures. 2.02 Accurate information was provided to applicants, media and supervisors. 2.03 Applicant information was maintained according to established procedures. 2.04 Applicable testing was administered. 2.05 Applicants were kept informed of the status of positions.
		B2	D/W		
	D				
	D				
	D				

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2.06 Compose correspondence to School Board for newly hired employees.		M		practices.	2.06 Hires, resignations, retirements, etc. were prepared for appropriate School Board action.
2.07 Monitor employment process for licensed and non-licensed staff.		D		10. Computer technology. 11. District e-mail system. 12. District forms.	2.07 Staff were employed according to district policies and procedures.
3.00 MANAGE HUMAN RESOURCE FUNCTIONS				Ability to:	
3.01 Provide guidance for supervisors, administrators, employees and others regarding contract language, district policies and procedures.		D		1. Organize. 2. Plan. 3. Resolve problems promptly and efficiently.	3.01 Accurate information was provided regarding contract language.
3.02 Maintain bargaining group information.	A1	D		4. Maintain confidentiality.	3.02 Data was updated and accurate.
3.03 Develop seniority lists for bargaining units.	A1	A		5. Manage time/work priorities.	3.03 Seniority lists were developed according to contract language and deadlines.
3.04 Determine, compute and communicate salary and fringe benefits to Payroll and employees.	B2	D		6. Maintain accurate records.	3.04 Salary and fringe benefit information was provided in a timely and accurate manner.
3.05 Determine and compute longevity and pay changes and provide to Payroll.	A1/B2	D		7. Adhere to timelines under pressure and maintain reasonable reliability.	3.05 Longevity and pay change information was provided to Payroll.
3.06 Assign appropriate account code(s) to pay employees.	A1	D		8. Demonstrate consistent and reliable attendance.	3.06 Appropriate account codes were assigned.
3.07 Determine salary placement, compute and issue teacher contracts.	B2	A/D		9. Present information and ideas effectively, both orally and in writing.	3.07 Teacher contracts were issued according to policies and procedures.
3.08 Calculate Full Time Equivalent (FTE) of part time teachers.	A1	Q		10. Apply established policies, practices and procedures.	3.08 FTEs were calculated correctly.
3.09 Prepare costing information for additional staff.	B2	Q		11. Follow verbal and written direction.	3.09 Proposals for staff were accurately calculated.
3.10 Develop evaluation lists and maintain records.	B2	A/D		12. Perform duties with limited supervision and oversight.	3.10 Evaluation information was developed and received by established timelines.
3.11 Monitor, process and correspond with employees on extended leaves.	B2	D/W		13. Accurately perform arithmetic computations	3.11 Employees were corresponded to within a timely manner and salaries adjusted as needed.
3.12 Coordinate the placement of long term substitute teachers.	B2	W			3.12 Contracts were issued in a timely manner and according to district procedures.
3.13 Develop teacher matrixes.	B2	A			3.13 Teacher matrixes were developed as needed.

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3.14 Determine seniority bumping order, prepare and calculate cost of unrequested leave of absence and terminations. 3.15 Coordinate employee recognition event. 3.16 Counsel employees in matters relating to Human Resources. 3.17 Maintain employee medical and personnel files. 3.18 Determine probationary period and provide information to supervisors. 3.19 Keep abreast of changes in personnel law. 3.20 Develop forms to be used in HR. 3.21 Process medical leaves of absence and determine eligibility for Family Medical Leave. 3.22 Review and approve time sheets. 3.23 Approve requests for employee ID badges. 3.24 Manage background check process. 3.25 Update and maintain the Human Resources web page.	<p>B2</p> <p>B2</p> <p>A1</p> <p>B2</p>	<p>A</p> <p>D</p> <p>D</p> <p>A/D</p> <p>Q</p> <p>D</p> <p>B-W</p> <p>D</p> <p>D</p> <p>W</p>		<p>using whole numbers, fractions and decimals.</p> <p>14. Accurately compute rates, ratios and percentages.</p> <p>15. Establish and maintain effective working relationships.</p> <p>Skills:</p> <ol style="list-style-type: none"> 1. Verbal and written communication. 2. Maintaining the District human resources management system. 3. Use of personal computers and related software packages, hardware and peripheral equipment. 4. Word processing, database management & spreadsheet creation and use. 5. Excellent interpersonal skills. 	<p>3.14 Appropriate information was used for Unrequested Leave of Absence (ULA) & terminations.</p> <p>3.15 Employees received recognition for service.</p> <p>3.16 Accurate information was provided to employees.</p> <p>3.17 Files were maintained according to laws and district procedures.</p> <p>3.18 Probationary evaluation information was provided in a timely manner.</p> <p>3.19 State and federal laws were followed.</p> <p>3.20 Forms were developed to best meet the needs of employees and the district.</p> <p>3.21 Federal, State and District leave policies and regulations were followed.</p> <p>3.22 Timesheets were reviewed for accuracy and processed for payment in a timely manner.</p> <p>3.23 ID badge requests were accurate and forwarded to Payroll in a timely manner.</p> <p>3.24 District policy for background checks was followed.</p> <p>3.25 Human Resources web page and applicant system information is up-to-date.</p>
<p>4.00 MANAGE LEAVE REQUEST PROCESS 4.01 Monitor the completion of leave requests.</p>	<p>A1</p>	<p>D</p>			<p>4.01 Employee absences were used according to negotiated agreements.</p>

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4.02 Supervise the data entry of leave requests.		D			4.02 Leave requests were processed in a timely and accurate manner.
4.03 Maintain employee time off on computer system.		D/A			4.03 Time off was created, deleted and updated for employees in an accurate and timely manner.
4.04 Maintain the teacher sick leave bank.		D			4.04 The sick leave bank was up-to-date and accurate.
4.05. Determine payment of Unused Personal Leave and provide to Payroll.		A			4.05 Personal leave payment was accurate and for forwarded to Payroll in a timely manner.
5.00 ASSIST IN CONTRACT NEGOTIATIONS	B2				
5.01 Prepare costing spreadsheets for bargaining units.		A			5.01 Costing spreadsheets were prepared in a timely and accurate manner.
5.02 Provide data to district negotiators.		A			5.02 Accurate information was provided to negotiators.
5.03 Provide contract salary information to Payroll.		A			5.03 Accurate information was provided to Payroll.
5.04 Distribute revised agreements.		A			5.04 Agreements were distributed in a timely manner.
6.00 PROCESS REQUIRED REPORTS	B2				
6.01 Compile and compute state staff report.		E/O Y			6.01 State staff report was completed accurately and submitted by required deadlines.
6.02 Compile and compute Pay Equity Report		E/3 rd Y			6.02 Pay Equity Report was completed accurately by the designated deadline.
6.03 Compile staff profile report.		A			6.03 Staff profile report was completed each year.
6.04 Compile Federal Civil Rights report.		E/O Y			6.04 Civil Rights report was completed accurately and by established deadline.

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<p>6.05 Complete EEOC report.</p> <p>6.06 Provide business office personnel with Career and Technical Education vocational percentages.</p> <p>6.07 Compile comparable worth report.</p> <p>6.08 Prepare salary questionnaires.</p> <p>6.09 Complete other reports and surveys as directed.</p>		<p>E/O Y</p> <p>A</p> <p>A</p>			<p>6.05 EEOC report was completed accurately and within deadline.</p> <p>6.06. Career and Tech Ed info was provided in a timely manner.</p> <p>6.07 Comparable worth information was up-to-date.</p> <p>6.08 Questionnaires were completed accurately and in a timely manner.</p> <p>6.09 Other reports and surveys were completed as directed.</p>
<p>7.00 MANAGE SALARY LANE ADVANCEMENT PROCESS</p> <p>7.01 Responsible for tracking course approvals.</p> <p>7.02 Verify lane advancement requests.</p> <p>7.03 Compute and report salary increases to Payroll.</p>	<p>B2</p>	<p>W</p> <p>Tri-A</p> <p>Tri-A</p>			<p>7.01 Course approvals were processed accurately.</p> <p>7.02 Lane advancement requests were verified accurately and timely.</p> <p>7.03 Report and salary increases were processed accurately and timely.</p>
<p>8.00 MAINTAIN HOMEBOUND TEACHER AND TEST PROCTOR LISTS</p>		<p>A</p>			<p>8.00 Homebound and test proctor lists were provided in a timely manner.</p>

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<p>9.00 MANAGE TEACHER LICENSE RECORDS 9.01 Serve as primary District contact for teacher licensure issues. 9.02 Prepare applications for variances, waivers and special permissions. 9.03 Maintain records on teacher and administrator licenses. 9.04 Serve as Continuing Education Records Secretary.</p>	B2	D Q D M			9.01 Human Resources Director was notified of inappropriately licensed staff. 9.02 Applications for special permission were submitted to the State in a timely manner. 9.03 Licensing records were maintained in an accurate manner. 9.04 Clock hour records were maintained, license notifications were sent in January, committee election were held, and accurate licensure information was provided.
<p>10.00 COMMUNICATE WITH LOCAL MEDIA 10.01 Publish legal ad as required by law. 10.02 Post notices as required.</p>	B2	A			10.01 Legal ads appeared in the local newspaper in August. 10.02 Notices were posted according to request.
<p>11.00 PERFORM OTHER DUTIES 11.01 Minnesota Notary Public 11.02 Other duties as assigned.</p>					11.01 Notary duties were performed as designated by Minnesota law. 11.02 Other duties were completed as assigned.

Minimum Qualifications: Associate’s Degree in Business Administration or Human Resources or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor’s Degree in Business Administration or Human Resources Management or an equivalent combination of education and experience.