



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Human Resources Generalist	<b>Department:</b> Human Resources
<b>Immediate Supervisor's Position Title:</b> Director of Human Resources	<b>FLSA Status:</b> Exempt
	<b>Classification Level:</b> Grade 17
<b>Job Summary:</b> Under the direction of the Director of Human Resources, the Human Resources Generalist performs complex human resource duties and advises and assists administration and employees in the areas of staffing, employee onboarding, employment eligibility, performance evaluation, employee paid leave benefits, state and federal reporting, and personnel data administration in accordance with district policies, department processes and procedures, and state and federal law.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<p>Serves as Department Staffing Specialist</p> <ul style="list-style-type: none"> <li>a) Recruits and facilitates the hiring of qualified job applicants for open positions; collaborates with hiring managers to understand skills and competencies required for openings. Ensures compliance with district and department policies and procedures, state and federal law.</li> <li>b) Oversees and performs recruiting and selection based activities including posting and advertising of all district positions. Proactively suggests, coordinates and supports a broad variety of recruitment methods.</li> <li>c) Advises hiring managers on labor contract requirements with regard to staffing assignments.</li> <li>d) Serves as district contact for Frontline Recruiting and Hiring system for hiring managers and applicants. Creates and provides employee training to building/department support staff and ongoing staff development.</li> <li>e) Acts as district liaison and develops partnerships with external entities to disseminate information and promote employment opportunities.</li> <li>f) Implements processes and procedures for employee terminations ensuring all communications and actions are taken.</li> <li>g) Conducts or acquires background checks and employee eligibility verifications. Oversees and ensures department compliance with state and federal laws for employment eligibility including remaining current on the I-9 process.</li> <li>h) Coordinates pre-employment physical process with applicable candidates and medical provider.</li> <li>i) Creates, monitors and updates Frontline electronic forms to expedite new employee onboarding processes.</li> <li>j) Monitors unemployment insurance benefits claims, data requests and requirements for hearings. Works closely with payroll department and assists with responses as needed.</li> </ul> <p>New Hire Onboarding of Non-Licensed, Seasonal and Substitute Employees</p> <ul style="list-style-type: none"> <li>a) Reviews applicable work agreement or seasonal contract as applicable, benefits, policies, and the employee handbook.</li> <li>b) Monitors and updates employee and substitute handbooks with new and updated school board policies and department and district procedures.</li> </ul> <p>Oversees Employee Paid Leave Benefits</p> <ul style="list-style-type: none"> <li>a) Calculates all employee leave benefits earned and disregarded.</li> <li>b) Documents all employee leave used and enters into employee leave system in a timely and accurate manner.</li> <li>c) Responds to employee inquiries about leave balances.</li> <li>d) Reconciles balances between Skyward and Frontline each pay period.</li> </ul> <p>Employee Performance Evaluations and Probationary Status</p> <ul style="list-style-type: none"> <li>a) Maintains and distributes schedules for evaluation of employees to supervisors in accordance with work agreements and state law.</li> <li>b) Monitors annual records to ensure employees have been evaluated in a manner consistent with their work agreement and</li> </ul>
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state law. Works with supervisors to ensure performance evaluation timelines are met.

**Human Resources Processes, Procedures and Information Administration**

- a) Responsible for the input and maintenance of accurate human resources records for employees.
- b) Prepares personnel reports including monthly school board reports and gathers data in a timely and accurate manner.
- c) Monitors, tracks and ensures employees perform mandatory trainings such as bullying prohibition, child maltreatment.
- d) Processes annual employee wellness bonuses including determining eligible employees, creating and mailing notices, processing requests, and providing necessary data to district payroll.
- e) Monitors job description review cycle and informs Director of Human Resources when positions are due for review.
- f) Processes all paperwork for the district's Type III motor vehicle driver certification program including annual employee updates and notifications. Sends annual certification notifications and monitors compliance.
- g) Tracks licensed and non-licensed employee certifications (i.e., national board certification, custodial licenses, paraprofessional credential, etc.)
- h) Creates and distributes annual employee notices and brochures (i.e., non-licensed employee staff development, assignment notices, etc.).

**Employee Negotiations of Terms and Conditions of Employment**

- a) Serves as resource to Director of Human Resources for negotiations.
- b) Assists with background and research for employee negotiations including salary surveys and market studies.
- c) Maintains security and confidentiality of all confidential and negotiation materials.

Performs other duties of a comparable level or type, as assigned. Provides professional expertise and assistance to district stakeholders concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies. Learns and is cross trained in other administrative and support functions within the department/program/building. Attends work regularly and punctually.

**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: Type of degree: (B.S., M.A., etc.)</b>
less than high school diploma			Bachelor's Degree required.
High school diploma or GED.			
1 year college		2 years college	<b>Major field of study or degree emphasis:</b> Human Resources, Business Administration, or related field.
3 years college	x	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>• Proficiency in Microsoft Office, Google docs, Adobe</li> </ul>			

<b>Doctorate level</b>	<p>Acrobat, and other advanced computer skills.</p> <ul style="list-style-type: none"> <li>• Through knowledge of employment-related laws and regulations.</li> <li>• Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems.</li> <li>• Ability to communicate with a variety of personnel; ability to verbally problem solve.</li> <li>• Background and experience in interviewing employees.</li> <li>• Communication skills that target problem resolution and enhance customer service.</li> <li>• Knowledge of district administrative policies and procedures.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
 Minimum of one (1) year of work experience in human resources or related field.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Maintaining strict confidentiality in handling sensitive employee documentation and information.</li> <li>• Excellent verbal and written communication skills, organizational skills and attention to detail.</li> <li>• Solid time management skills with a proven ability to meet deadlines.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Ability to prioritize tasks and to delegate them when appropriate.</li> <li>• Applying judgment and discretion in carrying out department procedures, policies, operational routines pertaining to assigned areas of responsibility.</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.</li> <li>• Applying specialized district software applications used in the maintenance of department files and records.</li> <li>• Ability to act with integrity, professionalism, and confidentiality.</li> </ul>

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	Titles of Positions Directly Supervised	# of Employees
1		
<b>TOTAL</b>		0

**INDIRECT SUPERVISION:** Provides work direction to clerical support staff.

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>				X
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				X
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Sedentary Work:</b> Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

#### **SECTION IV: CLASSIFICATION HISTORY**

<b>Classification History:</b> Description created by ISD 110 Human Resources 9.2020
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