



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Human Resources Specialist	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Non-Exempt
	Classification Level: Grade 15
Job Summary: Under the direction of the Director of Human Resources, the Human Resources Specialist is responsible for the administration of multiple human resource department functions. Duties of the position include responsibility for employee onboarding, insurance benefit administration, employee leaves of absence, salary lane changes, the creation and maintenance of personnel data, scheduling and monitoring of performance evaluations, mandatory employee training, and providing exceptional customer service to the department's internal and external customers.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>New Employee Onboarding</p> <ul style="list-style-type: none"> a) Conducts new employee orientations for benefits-eligible employees. b) Distributes, reviews for completeness, and collects all new employee documentation ensuring compliance with district and department policies and procedures and state/federal laws. c) Reviews benefit options and assists with benefits enrollment processes. d) Directs the follow-up on all new employees for payroll and benefits to ensure the employee file is complete. e) Documents and monitors work authorization for non-citizen employees. f) Updates and revises new employee handbook. g) Coordinates pre-employment physical process with new employees and medical provider. h) Updates, maintains, and distributes employee seniority lists as required by collective bargaining agreements. i) Conducts reverifications of employment authorizations. <p>Employee Insurance Benefits</p> <ul style="list-style-type: none"> a) Interprets benefits sections of employee agreements and determines insurance eligibility. b) Assists employees with benefit plan inquires and requests for status changes based on qualified events as defined by the Internal Revenue Service (IRS). c) Sends online benefit enrollment and status change links employees for processing and monitors receipt. d) Manages third-party administrator's online system for open enrollment, employee status changes, benefit terminations and COBRA notices. e) Monitors and administers insurance benefits for employees on approved leaves of absence. f) Maintains confidentiality of all department materials and insurance benefit information. g) Serves as secretary of the district's Insurance Advisory Committee. h) Attends and represents department at annual employee insurance information sessions. <p>Employee Leaves of Absence</p> <ul style="list-style-type: none"> a) Manages employee leaves of absence including FMLA, child care, medical, etc. b) Assists employees with requests for leaves of absence including providing processes, necessary forms, etc. c) Receives and processes employee requests for leaves of absence including required medical documentation. d) Utilizes Department of Labor forms for leaves pursuant to the Family and Medical Leave Act (FMLA). e) Processes leave paperwork in compliance with district policies, employee work agreements, and state/federal law.

Employee Performance Evaluations and Probationary Status

- a) Maintains and distributes schedules for evaluation of licensed and non-licensed employees to supervisors.
- b) Monitors annual records to ensure employees have been evaluated in a manner consistent with their work agreement including six (6) month initial reviews, annual reviews, and probationary teacher evaluations. Works with supervisors to ensure performance evaluation timelines are met.
- c) Monitors probationary teacher files to determine who qualifies for continuing contract status and provides names to department secretary for letter preparation.

Human Resource Software Management System (Skyward)

- a) Serves as department contact for Skyward updates, maintenance and training.
- b) Updates and maintains employee management module for staffing, budgeting and negotiation costing purposes.
- c) Produces accurate semi-monthly substitute teacher system download for interface with payroll to record teacher time off and calculate substitute teacher pay.
- d) Receives and processes resignations, terminations and retirements for employees including ending assignment in human resources/finance systems and submitting COBRA notice requests to third-party administrator.

Employee Negotiations of Terms and Conditions of Employment

- a) Serves as resource to Directors of Human Resources and Finance and Operations for negotiations.
 - b) Provides background and research for employee negotiations including salary surveys and market studies.
 - c) Copies and files confidential and negotiation materials.
 - d) Maintains security and confidentiality of all confidential and negotiation materials.
- Implements, compiles, and prepares various reports for federal, state and local officials/agencies including Minnesota Department of Education Staff Automated (STAR) reporting.
 - Assists teachers in compiling and documenting information necessary for applying for lane changes. Reviews information to ensure completeness. Enters new salary information into Skyward system in accordance with district procedures and contract requirements.
 - Oversees district’s automated substitute calling system (Aesop) and stays abreast of software enhancements.
 - Provides employee training to building/department secretaries and ongoing staff development.
 - Represents department at district Health and Safety meetings as needed.
 - Performs other duties as assigned.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - c) 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

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
less than high school diploma	Associate’s Degree or equivalent required. Bachelor’s Degree preferred.
High school diploma or GED.	Major field of study or degree emphasis:

	1 year college	x	2 years college	Human Resources, Business Administration, or related field.
	3 years college		4 years college	
	Bachelor's Degree			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Proficiency in Microsoft Office, Google docs, Adobe Acrobat, and other advanced computer skills. • Knowledge of collective bargaining procedures, public sector labor and employment law. • Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems. • Ability to communicate with a variety of personnel; ability to verbally problem solve. • Background and experience in interviewing and counseling employees. • Communication skills that target problem resolution and enhance customer service. • Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes. • Knowledge of district administrative policies and procedures.
	Master's Degree			
	Doctorate			

Required Work Experience in Addition to Formal Education/Training:
Minimum of three (3) years of work experience in human resources or related field.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Planning, administering and implementing human resource programs, reporting and functions. • Maintaining strict confidentiality in handling sensitive employee documentation and information. • Analyzing and interpreting collective bargaining agreements. • Writing reports, business correspondence and procedure manuals. • Effectively presenting information and responding to questions from groups of administrators, supervisors, employees, vendors and the general public. • Defining problems, collect data, establish facts, and draw conclusions. • Developing effective working relationships with staff. • Communicating clearly and concisely, both orally and in writing. • Negotiating and handling stressful situations for long periods of time. • Applying knowledge of current research and theory in specific fields. • Performing duties with awareness of all district policies.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees

TOTAL	0
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INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

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

