

TITLE: HUMAN RESOURCES SPECIALIST

- QUALIFICATIONS:**
1. Five (5) years of job-related experience or post-secondary education in the area of Human Resources.
 2. Computer skills with knowledge and ability to use software applications including word processing, spreadsheet, database, networks, and the Internet. Ability to operate standard office equipment.
 3. Ability to deal pleasantly and tactfully with the public. Strong interpersonal and communication (verbal and written) skills.
 4. Ability to communicate in a positive manner and work cooperatively with others including co-workers, supervisors, administrators, staff, state and federal agency personnel, applicants, and the public.
 5. Experience in personnel data handling. Ability to prepare and maintain accurate and detailed records and reports.
 6. Knowledge of state and federal employment regulations desired.
 7. Ability to understand and carry out oral and written instructions, adjust to flexible work assignments, work accurately with attention to detail, strong work ethic, work with minimal supervision, meet deadlines and schedules, and work in an environment with distractions and interruptions.
 8. Ability to perform basic math functions to calculate hourly wages and compensation rates.
 9. High school diploma or equivalent with post high school education or training desired.

REPORTS TO: Superintendent

SUPERVISED BY: Superintendent

JOB GOAL: Under general direction, to perform all tasks related to the maintenance and efficient operation of personnel procedures at all levels, classified and certified, in cooperation with the various supervisors throughout the district, at both applicant and employee stages.

RESPONSIBILITIES:

- 1.0 Create and post internal and external job announcements for certified and classified vacancies according to district policy and procedures.
- 2.0 Maintain personnel files for all employees, both past and present. Evaluate transcripts and verification of previous experience to recommend initial salary placement for certified staff.

Review transcripts for additional degree or credits earned to update current staff records and recommend salary movement when applicable. Enter and maintain personnel information into the employee management module as required for monthly State Department of Education data collection periods. Submit personnel reporting forms required by the State Department of Education by the established deadline.

- 3.0 Assist in coordinating the application process. Maintain employment application files. Provide a positive and knowledgeable contact to assist in recruiting quality candidates for all positions. Verify certification and endorsements to ensure compliance with state and federal certification requirements. Process requests for in-district transfers in accordance with district policy and procedures. Assist administrators and supervisors with the screening and interview process.
- 4.0 Prepare the following for distribution: contracts, letters of assignment, salary schedules, roster of employees, and documents for Retention and Reduction of Staff as required.
- 5.0 Assist in ensuring district personnel record keeping is in compliance with state and federal regulations including EEO, ADA, Affirmative Action, FLSA, and Title VII. Post current labor law notices in district buildings according to state and federal requirements.
- 6.0 Maintain confidentiality of applicable records and employee information.
- 7.0 Work with personnel section of Board Policy Manual and Classified Employee Handbook in order to recommend changes which would keep the policy in line with current practices, the Negotiations Agreement and Idaho Code.
- 8.0 Maintain job description master file; ensure that job descriptions are included in the master file for each job within the district. Assist in developing, reviewing and revising job descriptions.
- 9.0 Coordinate and maintain records for the background investigation check process for the District as required by Idaho Code.
- 10.0 Maintain the automated web-based application module, substitute scheduling program, and assist in the coordination of online employee training programs.
- 11.0 Create personnel action items and board information forms as required for placement on the monthly Board meeting agenda.
- 12.0 Ensure district policy forms are signed by employees and other required action relating to personnel are completed as required by Idaho Code. Process claims related to unemployment compensation. Process non-salary related employment verifications and past employment information requests for current and past employees.
- 13.0 Other duties as assigned.
- 14.0 TERMS OF EMPLOYMENT
 - 14.1 This is an at-will position and can be terminated at any time, for any reason, by either the employee or the employer.
 - 14.2 Salary, benefits, and work schedule arranged in accordance with Moscow School District personnel policies.
 - 14.3 Performance of this job will be evaluated in accordance with Moscow School District

personnel policies.

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.

*Approved/Revised by the Board of Trustees on this date: 1997
Revised/Approved by the Board of Trustees on this date: 5/22/01
Revised/Approved by the Board of Trustees on this date: 8/27/02
Revised/Approved by the Board of Trustees on this date: 10/28/03
Revised/Approved by the Board of Trustees on this date: 1/28/14
Revised/Approved by the Board of Trustees on this date: 10/28/14
Revised/Approved by the Board of Trustees on this date: 1/24/24*