



PURPOSE:

This confidential position, under minimal direction and supervision, performs a variety independent work in support of assigned Human Resources programs and functions; coordinates details for the bargaining process; provides support for the staffing and allocation process; processes personnel actions and maintain accurate employee records and files, including licensure; provides information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures.

REPORTS TO:

Director of Human Resources

QUALIFICATIONS:

- High school diploma or equivalent
- A minimum of a Bachelor's Degree or combination of education and experience pertinent to position preferred, job related experience with increasing levels of responsibility desired
- Ability to obtain Professional Human Capital Leaders in Education (pHCLE) certificate
- The ability to serve as a confidential employee (as defined by law) with regard to all matters of business within the Human Resources Department
- Excellent written and oral communication skills
- Excellent computer skills, including word processing, spreadsheets and other applications
- Ability to take the initiative, to work independently and follow directions
- Knowledge of efficient office procedures and practices
- Communicate effectively with individuals and groups, often concerning sensitive information
- Ability to learn Human Resources laws, policies and regulations
- Ability to learn licensing regulations with Teacher Standards and Practices Commission
- Hold a Notary Public commission or be able to obtain a Notary commission

ESSENTIAL DUTIES & RESPONSIBILITIES

- Conducts new employee meetings, including initial face-to-face contact with all district employees relevant to employment
- Assists in preparing and processing teacher assignments and contracts (interpreting transcripts, employment records and experience for placement on the salary schedule)
- Assists in preparing and processing classified employee assignment sheets, payroll changes, etc.
- In conjunction with district administrators, assist in preparing and processing transfers and changes of status for all employees.
- Monitors and maintains Classified and Licensed tuition reimbursement, including vouchers
- Serves as a resource for all employees regarding Human Resources (i.e., provide communication regarding information and assistance concerning employment, recruitment, personnel records and labor management)
- Assists with job postings for all district positions
- Assists in maintaining manual and electronic files and documents (i.e., personnel files, employment status, grievance files, MOU's, etc.)
- Retains knowledge of important deadlines for licensed personnel; i.e., license renewal.
- Assists in labor/management meetings and contract negotiations
- Acts as district liaison with Teacher Standard and Practices Commission concerning licensure and highly qualified status of licensed employees
- Assists in preparing human resources board packet information and status reports
- Collaboratively assist in preparing State reports regarding staffing
- Assists the District Security Administrator for ODE Collections
- Supports the philosophy and mission of School District 9.



- Ability to maintain the confidentiality of sensitive and confidential information related to personnel issues, grievances and arbitrations, collective bargaining and legal matters affecting the district.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment.
- Ability to work independently, make independent decisions, prioritize tasks to meet deadlines while maintaining accuracy and attention to detail.
- Ability to learn, apply, and explain in detail the district policies and procedures in performing duties.
- Ability to establish and maintain filing and record keeping systems.
- Ability to understand and follow oral and written instructions with speed and accuracy.
- Ability to research information and compose memos, letters, and other correspondence for a supervisor/administrator's signature.
- Ability to compile information, maintains extensive reports, and prepares reports. Interpret and explain program or department policies, rules, and regulations in response to inquiries.
- Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Possess a working knowledge of bookkeeping practices and procedures.
- Skilled in computer operation and use of computer programs involving word processing, spreadsheets, data base programs; idevices, use of telephone, calculator, copier and other office equipment.
- Ability to accurately and rapidly, draft correspondence.
- Possess language skills including composition, punctuation, spelling and correct usage.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Models personal behaviors of honesty, fairness, courtesy, consideration, good citizenship and a strong work ethic.
- Achieves and maintains satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Schedules appointments; schedules and sets-up meetings, provide necessary materials for scheduled meetings as necessary; makes travel arrangements.
- Register and plan recruiting fairs
- Prepares and monitors appropriate paperwork for employees pertaining to FMLA/OFLA; ensuring information is sent within the legal requirements.
- Drafts routine memoranda/correspondence; proofread, edit, and keyboard memoranda, correspondence, reports, proposals, job descriptions and other documents
- Order background checks for all new staff and volunteers.
- Complete hire paperwork and track classified transportation subs and coaches.
- Prepares handbooks for administrator and/or employee use (i.e., Staff Handbook, Licensed Handbook, etc.)
- Monitors the department budget and tracks expenditures.
- Update and maintain Frontline HRMS (human resources management system)
- Maintains satisfactory attendance
- Performs job related tasks as designated by supervisor

PHYSICAL REQUIREMENTS:

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time.

Rate of Pay:

According to Confidential Salary Schedule