

## **HUMAN RESOURCES SUPERVISOR**

### **Purpose Statement**

The job of Human Resources Supervisor was established for the purpose/s of acting as a lead person in the delivery of human resource services with specific responsibility for providing information to other HR staff and district employees regarding policies and regulations; addressing a variety of issues and/or providing general support; overseeing the maintenance of records, files and databases of personnel actions, evaluations, licensure, and tenure; working with the State Department of Education on licensure issues; and assisting the HR Director in ensuring that personnel functions conform to all applicable regulatory requirements. The HR Senior Specialist is responsible for performing in-depth human resources duties under minimal supervision and the nominal supervision of subordinate personnel.

This job reports to Director of Human Resources

---

### **Essential Functions**

- Assists in scheduling a variety of meetings and employee events (e.g. Certified Employee In-processing, Teacher Orientation, Retirement Workshop, applicant interviews, facilities use, etc.) for the purpose of meeting the needs of the department, District and employees.
- Audits monthly personnel actions prepared by staff for the purpose of to ensure consistency with position control report (PCR) and to ensure that errors are kept to a minimum and that correct account numbers are used.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
- Conducts, along with other HR Specialists, the certified employee orientation (e.g. introducing personnel, payroll, employment benefits, policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes as well as completion of forms.
- Coordinates the certified employment process (e.g. tracking of staff as compared to budget, processing applications, analyzing transcripts, assisting teachers with licenses and endorsements, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines, ensuring other HR Specialists in work unit are doing same.
- Coordinates the activities of other HR specialists (certified) for the purpose of of ensuring all appropriate deadlines are met effectively and efficiently.
- Develops a wide variety of written materials (e.g. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Ensures effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, tranfers, promotions, termination, and completion of state reports) for the purpose of being timely, accurate, legal and meeting organizational objectives.
- Evaluates the effectiveness of training sessions and programs for the purpose of determining whether changes need to be made to ensure appropriate skills development.
- Interprets a variety of written materials (e.g. transcripts, references, employment records, education codes, employment regulations, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Monitors a variety of processes (e.g. application, eligibility, certifications, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.

- Monitors a wide variety of personnel policies and programs regarding Certified employees (e.g. advertising positions, processing applications, placement, transfer, separation, verifying employment, orientation, contracts, compensation schedule, FMLA, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements. Informs supervisor of non-compliance.
- Monitors and complies with personnel record keeping procedures (e.g. maintaining personnel files (applications, reference checks, transcripts, PRAXIS tests) Highly Qualified status, recruiting, hiring, placing and paying personnel etc.) for the purpose of ensuring compliance with established guidelines.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, announcements of vacancies, personnel transactions for inclusion in the monthly Board packets, End-Of-Year PR2 report, PIRS report, etc.) for the purpose of providing documentation and information to others.
- Presents information on a variety of topics (e.g. orientations, meetings, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Processes, files, and maintains documents, data, and materials (e.g. employee personnel files, I-9 records, Human Resources Information System, State Personnel system, etc.) for the purpose of disseminating information to appropriate parties and inputting data.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of ensuring compliance with legislative requirements and securing general information for planning and/or responding to requests from directors and various state and federal agencies.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Supports the Human Resource Director and department staff for the purpose of assisting in the performance of their work activities.
- Trains other Human Resource Specialists (certified) (e.g. processes, procedures, protocols and policies) for the purpose of ensuring that best employment practices are followed.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Serves as a liaison to committees and/or organizations on behalf of the Human Resources Director for the purpose of conveying and/or gathering information required for district operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulations & laws related to the job functions; bookkeeping/accounting practices; English grammar/punctuation/ spelling/vocabulary; office equipment/software; organizational structure design; and office practices.