



JOB DESCRIPTION

Job Title	Human Resources Staffing Specialist
Department	Human Resources
Reports To	Executive Director of Human Resources
Classification	Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the direction of the Executive Director of Human Resources, the Human Resources Staffing Specialist provides support and performs tasks related to the Human Resources processes and staffing for the District. The Staffing Specialist plans, oversees and communicates the placement of District personnel. This position provides guidance to hiring supervisors and leads staffing meetings. In addition, the Staffing Specialist supports the day-to-day operations of the Human Resources Department.

Essential Job Functions

- Maintains, updates, and coordinates the day-to-day staffing process.
- Provides oversight and follow through of the District staffing process.
- Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of assisting District decision-making related to personnel.
- Prepares a variety of reports and related documents for the purpose of providing up to date staffing of all District personnel.
- Coordinates and administers employee change of status for resignations, separations, change in positions, school, salary, or any other changes in employment status.
- Prepares a variety of staff and candidate correspondence related to employment including employment reports for the board of education.
- Coordinates and secures position approval for position posting and hiring where necessary.
- Maintains and updates the District’s employment application system.
- Coordinates, updates, and ensures timely completion of requests for employment action.
- Serves as a positive public relations advocate for the department, including dissemination of department information.
- Prepares, coordinates, and leads yearly staffing meetings.
- Maintains, updates, and provides reports on District personnel locations, funding sources and positions.
- Coordinates and oversees the District’s summer school staffing.
- Works closely with administrators and managers to meet their needs and assist with the hiring process.

- Conducts and reports on District staffing audits.
- Audits, tracks, and conducts reports on District turnover.
- Oversees and provides reports on the District exit interview survey process.
- Oversees and coordinates preparation of job descriptions.
- Prepares, coordinates, and assists in the District’s yearly labor market review in conjunction with the HR Manager.

Ancillary Job Functions

- Assists in preparation of reports and other department material.
- Participates in developing department goals, objectives, and processes.
- Assists in sourcing and attracting candidates through various recruiting initiative.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate’s degree in human resources or a related field.
- Minimum of three years of related professional experience.
- Recent successful experience in a responsible office position in HR and/or related field.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years or more of related professional experience.
- Associate or Bachelor’s degree in Human Resources or related Human Resources experience.
- Experience in PreK-12 public education staffing experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to provide services with a high degree of confidentiality.
- Ability to communicate verbally and in writing so others will understand.
- Ability to exercise judgment and discretion in application and interpretation of policies, laws and regulations.
- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Ability to effectively present information and respond to questions from employees, internal and external stakeholders.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Strong problem solving and analytical skills.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Ability to multitask, adapt to change, and work independently.
- Ability to operate a variety of office machines.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Frequently required to talk and hear.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.