



# USD 290 Job Description

**Position Title:** Human Resources Specialist  
**Reports to:** Director of Finance or designee  
**FLSA:** Non-Exempt  
**Modified Date:**

## **Position Summary:**

Under the general direction and supervision of the Director of Finance or designee, the Human Resources (HR) Specialist provides administrative assistance and performs comprehensive HR services for the District. The HR Specialist is responsible for the administration and maintenance of all benefits and retirement human resource programs, including but not limited to medical, dental, vision, life insurance, KPERS, and 403(b)/457 plans. The HR Specialist manages, monitors and maintains all on-line district application systems for applicants, substitutes and employees in a confidential manner. Public contact is extensive, and can include the staff, applicants, general public, vendors, legal services, and outside regulatory agencies. The HR Specialist completes assigned tasks accurately and in a timely manner under general supervision of a higher level of authority. Work is reviewed through observation and evaluation of work performance and tasks completed by the incumbent. The incumbent is expected to exercise initiative and independent judgment in accordance with established policies and procedures. A high degree of independent judgment, creativity and initiative is required to resolve problems for employees.

## **Essential Functions:**

Essential functions are the core tasks and responsibilities that define a job and are necessary to be successful in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of the job include but are not limited to the following:

- Processes paperwork and set up files on all new employees. This includes entering data, checking verification of experience, background screening and following up on all deficiencies.
- Develops and maintains job files for all District hires. Assists in the recruitment of qualified applicants by placing ads, contacting employment agencies, etc.
- Develops and conducts new hire orientations; processes paperwork for new employees and enters employee information into the payroll system.
- Acts as liaison with hiring departments to outline recruitment activities to include, but not limited to, identification of targeted recruitment areas, development and posting of job announcements and advertising, and assisting in the identification and establishment of testing.
- Monitors recruitment process and workflow using recruitment software/database system. Ensures applicant flow data has been obtained. Reviews position recruitment requisitions for accuracy.
- Processes approved personnel actions (i.e. salary changes, classification changes, leaves, etc.) in Human Resources Information System.
- Provides information regarding personnel rules, regulations, policies and procedures to employees, the public and others as required.
- Pulls queries in database, submits various Personnel reports to departments, Finance Director and Superintendent.
- Participates on interview boards as requested.

- Effectively communicates, documents, and processes requests for benefit changes based on the rules and regulations of COBRA, FMLA, KPERS, and various Health and Medical plans, and HIPAA privacy rules.
- Assists employees, their dependents, and retirees in the completion of various benefit forms or on-line enrollments.
- Drafts responses to routine correspondence and notifies, through phone calls or correspondence, newly eligible employees.
- Oversees and assists with Open Enrollment activities.
- Coordinates recruitment activities such as posting and removal of postings on various websites and recruiting outlets; receives and processes applications; maintains database; prepares manuals used in interviews if requested.
- Develops relationships with employment agencies, universities and other recruitment sources.
- Provides direct oversight for the maintenance of personnel records. Ensures that all records are current and accurate. Maintains the confidentiality of employee personnel records. Provides access to employee's files upon request and in accordance with District policy.
- Updates and maintains current job descriptions for all full- and part-time positions in conjunction with Administration.
- Conducts and reviews for continuous improvement of New Employee Orientation, Exit Procedures, and other assigned duties and updates information as needed.
- Assists employees with questions, complaints, or other requests for help.
- Assists in employee benefits administration and programs.
- Responds to a wide range of Human Resources related inquiries from management, staff, employees, and the general public, through e-mails, telephone calls, written correspondence and /or face to face contact.
- Assists the Superintendent in unemployment and/or worker's compensation claims.
- Serves as Plan Administrator for Section 125 Cafeteria Plan. Oversees open enrollment and monitors all new enrollments and changes. Coordinates activities with vendors.
- Serves as KPERS Designated Agent. Processes enrollments, employee changes, assists with retirement applications, etc.
- Serves as a liaison between benefit program providers and employees and their dependents, ensuring timely, equitable, and courteous resolution of problems and issues; responds to inquiries from employees and/or their dependents regarding policies and procedures related to benefit program.
- Updates and maintains District's website with accurate benefit information including but not limited to brochures, enrollment forms, etc.
- Ensures assigned work areas are organized, tidy, clean, and safe.
- Prompt, regular attendance in-person and be available to work on-site, in-person during regular school hours and as needed.
- Required to use time clocking system for clocking in and out each day when scheduled to work. Timesheets must reflect actual time worked or leave used.
- Performs other duties as assigned or deemed necessary.
- Serves as backup for Payroll Specialist.
- Performs other duties as assigned or deemed necessary.

## **Supervisory Functions:**

- None

## **Certifications, Licenses, Education &, and Experience:**

- High School diploma or Diploma/General Education Degree (GED) required.
- Bachelor's degree or higher in Human Resources, Management, or a related field preferred.
- Two (2) years clerical experience or OR an equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities may be considered in meeting the minimum qualifications required.
- Five (5) or more years of progressive experience in Human Resources and/or benefits administration, recruiting, and general office work preferred.
- Ability to obtain and to maintain Notary public license.

## **Minimum Qualifications:**

Minimum qualifications represent the baseline requirements for a job, ensuring that applicants meet the basic standards necessary for successful performance. The items listed below are representative of the knowledge, skill, and/or ability needed to successfully perform the duties of this position...

- Knowledge of:
  - o Principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems.
  - o Procedures, terminology and accepted or common practices and policies of the Finance Department and District
  - o Federal and state employment statutes, regulations, and guidelines, including Wage and Hour, Fair Labor Standards Act, Family Medical Leave Act, HIPAA , GINA and other government regulations related to human resource management and/or benefits compliance.
  - o KPERS other retirement benefits.
  - o District policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations.
  - o Principles and practices of human resources programs such as employment, compensation, classification, employee relations, benefits, or workers' compensation; and of federal, state, and local laws and regulations governing personnel activities.
  - o Effective written and oral communication principles and techniques.
  - o Troubleshoot computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.
  - o Preparing reports effectively utilizing computer systems and applications, mainframe, and microcomputers, in the performance of work assignments, such as electronic spreadsheets, word processing and graphics presentation.
  - o Computing literacy to include use of word processing and electronic spreadsheet applications.
  - o Department policies, rules and procedures.
  - o USD 290 Personnel Policies and Procedures, and Department Regulations.
- Ability to:
  - o Manage and perform multiple high priorities under stressful and frustrating conditions and necessary deadlines.
  - o Present and communicate information to small and large groups.
  - o Communicate effectively both orally and in writing, with persons of diverse ethnic, educational, and economic backgrounds, employees, and at all levels of management.
  - o Coordinate annual benefit enrollment processes/periods and facilitates enrollment of employees in benefit programs.

- o Oversee all substitute applications on the online application process and helps recruit, maintain, and promote substitute positions.
- o Work collaboratively with external brokers and vendors to ensure benefits enrollment information is current, resolves issues, and/or gets clarification on contract provisions.

### **Physical Demands:**

The physical demands described here 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 the essential functions.

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- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires standing, stooping, bending, kneeling, reaching, and turning.
- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

### **Working Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in standard office and/or school building environments.
- The noise level in the work environment is usually moderate.
- Must occasionally work in noisy and crowded environments with numerous interruptions.

*Duties listed on this job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. This is NOT intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description does not constitute an employment agreement and is subject to change as the District's needs and requirements change.*