

Human Resource Support Specialist

Purpose Statement

The job of Human Resource Support Specialist is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for supporting department staff; providing information to applicants and employees; maintaining records; and completing assigned projects and tasks.

Essential Functions

- Administers district position management program and position data spreadsheets for the purpose of ensuring employment positions are current and accurate.
- Assists with employment process (e.g. callbacks, scheduling, notification, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Assists payroll department (e.g. overtime, unpaid leave, extended sick leave, etc.) for the purpose of auditing employees work hours.
- Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions.
- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains Veterans Preference notification for the purpose of ensuring all requirements are met according to law.
- Maintains programs (e.g. Fit for duty testing, instructional aide training modules, instructional aide certification, etc.) for the purpose of notifying supervisors of expiration dates, test proctor, entering tracking data and reporting.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting department staff.
- Prepares a variety of reports and related documents (e.g. State reporting, position control, etc.) for the purpose of providing documentation and information.
- Processes documents and materials (e.g. employment and salary verification, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

preparing and maintaining accurate records; planning and managing projects; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard office software; office methods and procedures; business telephone etiquette; concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; working with detailed information; adapting to changing priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

1/15/2021

Salary Grade

SN