

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Human Resources Supervisor	
<b>SUPERVISOR:</b> Superintendent & Business Manager	<b>CLASSIFICATION:</b> CLASSIFIED (EXEMPT)
<b>DAYS/MONTHS:</b> 260 DAYS	

### **GENERAL RESPONSIBILITIES**

This position provides human resources support to schools and departments. This includes employment processes such as entering job postings, setting up initial employment records, maintaining and evaluating employee records, such as minimum qualifications, certification requirements and procedures; evaluating certificated employee college transcripts and employment verification for salary placement; processing leaves of absence; performing data entry activities to input information in the district's computerized human resources information system and other department databases; preparing and compiling a variety of personnel-related correspondence and reports.

### **DUTIES & EXPECTATIONS**

1. Provides excellent customer service with efficient and effective human resources assistance to assigned schools and departments; consults with other staff to solve problems, to ensure all data entered in the human resources information system and in reports is accurate and timely.
2. Updates and maintains the district job descriptions as changes occur. Posts and distributes job vacancies, internally and web. Schedules appointments for candidate interviews. Maintains a list of interested applicants and notifies unsuccessful applicants for each vacancy.
3. Setup initial personnel and payroll records for all staff and verifies accuracy, including pay, personal data and processes other personnel actions including resignations, retirements, evaluations, terminations, extra work assignments, extracurricular pay, salary changes, FTE changes, accounting and other changes.
4. Processes and tracks new hires ensuring all required documents are provided; updates employee records in the human resources information system.
5. Receives and responds to staff inquiries regarding leaves of absence, Family Medical Leave of Absence (FMLA), and other applicable state and federal laws.
6. Evaluates college transcripts for certificated staff; enters and validates into human resources information system; determines proper placement on salary schedule and processes necessary salary changes; verifies appropriate salary increments.
7. Performs data entry activities into the human resources and payroll systems; compiles, maintains and distributes various computerized human resources reports, lists and payroll transaction notices. Maintains and distributes the district office telephone directory.
8. Directs employees on procedures for renewing or applying for professional certification, monitors certificate and license expiration dates; monitors and notifies staff of certificate expiration and advises staff of certification regulations and procedures.
9. Processes verifications of previous professional employment for salary placement purposes, seniority and longevity credit; notifies payroll of sick leave balance transfers on new hires. Processes outgoing requests for verification of employment.
10. Maintains current knowledge of relevant bargaining unit agreements and ensures

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information is entered correctly according to the contract provisions of the individual bargaining agreements; maintains current knowledge of the human resources payroll system.

11. Composes routine and confidential correspondence, reports and memoranda.
12. Updates and maintains Classified Handbook and Teacher Handbook.
13. Initiates monthly contact with new principals and teachers to check on their well-being.
14. Administer state mandated training requirements and monitor staff completions.
15. Maintains employee recognition system.
16. Maintains exit survey for all outgoing staff and shares responses with Superintendent.
17. Setup and maintain employees in district leave request system.
18. Other duties as assigned.

## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

## **PRIMARY WORKING CONTACTS**

Administrators, teachers, and district office staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent and Business Manager. Supervises classified business office staff when Business Manager is off-site.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

## **QUALIFICATIONS**

### **Education:**

Associate's degree or equivalent training in human resources or related field.

### **Experience:**

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Minimum of two years of experience with human resources preferred; or any combination of experience and training which provides the applicant with the knowledge, skills and ability required to perform the work.

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

- Maintains and updates knowledge and skills necessary for success in the position by participating in professional development activities, as needed or as assigned.
- Ability to prepare and present periodic status reports to supervisor on work being performed in the position.
- Ability to perform as back-up to other staff and perform related duties as assigned.
- Ability to collaborate with and provide assistance to other department staff and occasional extra-help staff.
- Ability to attend various meetings related to the work.