

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Human Resources Specialist

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Human Resources	ACCOUNTABLE TO: Director	FLSA STATUS: Exempt
<p>CLASS SUMMARY: Incumbents are specialized in either employment or employee benefits and are responsible for coordinating all activities in area of specialization. Employment program duties include: coordinating the selection and new hire process for support, certified, and administrative staff; preparing and conducting orientation of new employees; checking and following up on current certifications of new and continuing certified and administrative staff; organizing and making decisions regarding the placement of student teachers; developing, implementing, maintaining, and revising the transfer process for certified staff; monitoring and checking professional growth for continuing certified staff; and, coordinating the recruitment, hiring, and training of guest teachers and monitoring absences. Benefits program duties include: coordinating all aspects of benefits program; serving as liaison between employees and carriers; establishing implementation procedures; coordinating with consultants and trustees; handling appeals process; facilitating benefits orientation; developing written communication; maintaining insurance materials; developing Summary Plan Documents (SPD); coordinating and facilitating open enrollment meetings; organizing all Trust and Insurance Committee meetings to include developing agenda; seeking legal council; processing all monthly premium billings; providing benefits information as requested; and, maintaining and monitoring all issues involving industrial injuries.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Human Resources Specialist is a stand-alone classification.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Coordinates the selection and new hire process for support, certified, and administrative staff to include posting openings, conducting screening interviews, and assisting with reference check calls.	Daily	B2/C4
2.	Maintains and monitors all issues involving industrial injuries, unemployment claims, and employee leave requests.	Daily	B2

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
3.	Coordinates all aspects of the benefits program to include serving as a liaison between employees and carriers, establishing implementation procedures, coordinating with consultants and trustees, handling appeals process, maintaining insurance materials, coordinating and facilitating open enrollment meetings, and facilitating orientation.	Daily	C4
4.	Develops written communication to include creating Summary Plan Documents (SPD).	Daily	C4
5.	Develops, implements, maintains, and revises the transfer process for certified staff to include revising the handbook and making recommendations for changes.	Weekly	C4
6.	Coordinates the recruitment, hiring, and training of guest teachers to include developing recruitment materials, monitoring absences, and conducting orientations.	Weekly	C4
7.	Organizes Trust and Insurance Committee meetings to include developing agenda and minutes, processing monthly premium billings, seeking legal counsel, and providing benefits information.	Monthly	B2
8.	Organizes and makes decisions regarding the placement of student teachers to include preparing a list of staff interested in having a student teacher, coordinating with colleges to obtain list of potential student teachers, and interviewing student teachers.	Semi-annually	C4
9.	Monitors and checks professional growth for continuing certified staff to include approving the education salary credit, investigating discrepancies, and preparing case materials for the appeals committee.	Semi-annually	C4

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10.	Checks and follows up on current certification of new and continuing certified and administrative staff to include maintaining list of certificates for renewal and assisting in determining alternative plans.	Annually	B2
11.	Prepares and conducts orientation of new employees to include updating new hire packets and preparing and issuing letters of intent.	Occasionally	C4
12.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of

- Arizona Department of Employment rules and regulations;
- Affirmative action, Equal Employment Opportunity (EEO), and employment regulations;
- Essential elements of classroom teaching;
- Insurance terminology and plan design;
- District, state, and federal compliance requirements and guidelines;
- Meet & Confer guidelines;
- Procedures for implementing benefits program;
- District policies and procedures;
- Operation of self-funded insurance trust.

Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Keeping records;
- Reasoning, analyzing, and interpreting;
- Researching;
- Organizing and prioritizing;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

Bachelor's Degree in Human Resources, Public Administration, Business, or closely related field and three years experience working in area of specialization; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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